



18th January 2018

## DATA PROTECTION – FAIR PROCESSING NOTICE 85<sup>th</sup> GREENOCK & DISTRICT SCOUT GROUP

### Purpose

This Fair Processing Notice (or Privacy Notice) is issued in accordance with the EU General Data Protection Regulation and the Data Protection Act 2018. It covers all data processing activity undertaken within the 85<sup>TH</sup> G&D SCOUT GROUP, for the purposes of this document the definition of Group includes the Explorer Scout Unit, with which we have an agreement (the Group).

### Data Controllers

The Data Controller for the Scout Group is:  
The Group Executive Committee.

The Data Processors are:  
The GSL and Section Leaders.

### Why are we processing your data?

So that we can safely deliver scouting within the Group, each section, i.e. Beaver Scouts, Cub Scouts, Scouts and Explorers, and the Group Executive Committee will need to hold basic demographic information about the young people, their parents or carers and our adult volunteers, (the Data Subject(s)). We will use this information to contact you both routinely and in an emergency.

### What data will we process?

The data we will process may include:

- name and contact details
- length and periods of membership (and absence from membership)
- details of badges/training/awards received
- details of Scouting events and activities your child has taken part in
- details of their next of kin
- age/date of birth
- details of any physical or mental health conditions
- any complaints we have received about the member
- race or ethnic background and native languages
- religion
- nationality
- Digital photographs – may be used in publicity, Social Media and for our records on OSM
- Videos – used on social media.

### Who will have access to this data?

The members of the leadership team and the Executive Committee will hold this information. The Executive Committee, the Group Scout Leader and Section Leaders may need to access this data in their role of Charity Trustees for the Group.

### Who else will have access to the data we process?

The Group is part of Greenock & District, (the District) and West Region. The Group will periodically join in events that are run by the District or the Region. In these cases, data will be shared with the organisers for the purpose of the event only. Where we run events in the Group, we will share information with a “Home Contact.” They are usually volunteers in scouting who will act as a go-between at camps for the leadership to contact parents in emergencies. We do not share personal data with companies, organisations and people outside the Association, unless one of the following applies;

- We have clear permission from you to do so.
- For safeguarding young people or for other legal reasons.

### Where will the data be held?

Your data will be processed and stored in the following manner:

- By the leadership team on their own home computers.
- On the leaderships’ Dropbox account. Dropbox is an online file sharing application
- Using Online Scout Manager. This is a bespoke application for the management of Scout groups.
- In physical (paper) records held by the leadership.
- In Compass; the Scout Association’s membership database.

Also, information must be:

- processed fairly and lawfully
- collected for specified, clear and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- processed securely

### How long do we retain the data for?

We will retain your data for as long as the Data Subject remains a part of the Group. When the Data Subject leaves we will delete it. If a Data Subject moves to another Scout Group or different Explorer Unit, we will ask you before we share any data with that new Group or Unit.

### What is our Legal Basis for processing your data?

We must have a legal basis to process your personal data.

Our legal basis is under Article 6 GDPR Lawfulness of Processing:

- (1) (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.
- (2)
  - (d) processing is necessary in order to protect the **vital interests** of the data subject or of another natural person

We consider your consent to be given when you complete and return any documentation we send to you. This can include: data capture forms when a new member joins the Group, Nights Away Activity Information Forms, One Day Activity Information Forms or Photography Information Forms.

We consider it necessary to process certain data, such as medical information in order, to uphold the safety of your child or others.

It is also necessary for us to send email invitations to you for upcoming events and to email you updates about section meetings etc.

You have the right to withdraw your consent. You have the right to “be forgotten”. Should you wish to withdraw your consent, it may be that this decision will prevent a data subject from being a member of the Scout Association as we cannot guarantee that we can comply with our rules on delivering safe scouting.

## Your Rights

If you have any complaints with the way we have handled any of your personal data, please speak to the Group Scout Leader in the first instance so that we can resolve the complaint. You have the right also to complain to the Information Commissioners Office (ICO) if you feel we have not resolved the complaint to your satisfaction.

Yours in Scouting,

85<sup>th</sup> Greenock & District Scout Group Executive Committee