

1st Houghton(St Michaels) Scout Group PRIVACY NOTICE

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your involvement with us. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

This notice applies to you if you are either:

1. A Parent, Guardian or Legal Representative of a youngster,
2. A section member,
3. Leader and/or volunteer in any capacity

References to **we, our** or **us** in this privacy notice are appertaining to 1st Houghton (St Michaels) Scout Group.

References to **you** or **your** are appertaining to Section Members, Leaders and/or parents.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our Group Scout Leader has overall responsibility for data protection and compliance in our group. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. **PERSONAL INFORMATION WE MAY COLLECT FROM YOU**

You may provide us with or we may obtain **personal information** about you, such as information regarding your:

- i. Personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- ii. Date of birth;
- iii. Gender;
- iv. Records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- v. Records of your attendance at normal section meetings and events (delivered by us or our colleagues within The Scout Association);
- vi. Images in video and/or photographic form and voice recordings;
- vii. Payments and bank details you provide so that we can receive payments from you and details of any financial transactions with you.

2. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also collect, store and use the following "**special categories**" of more sensitive personal information regarding you:

- i. Information about your health, including any medical conditions.
- ii. Criminal records information from you (Disclosure Barring Service...**DBS**) for adult leaders/volunteers.

In the table below, we refer to these as the "special category reasons for processing of your personal data".

For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

3. **WHERE WE COLLECT YOUR INFORMATION**

We typically collect personal information when you contact us to join the group in whatever capacity, when you make a query and/or complaint or when you correspond with us by telephone, e-mail or in some other way (including social media outlets).

We also may collect personal information about you when you attend one of the events or activities hosted by us or one of our activity providers.

4. **USES MADE OF THE INFORMATION**

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose	Personal information used	Lawful basis
To administer your membership with us & managing our relationship with you, including dealing with enquiries made by you	All contact details and records of your interactions with us.	This is necessary to enable us to properly manage and administer your membership with us.
To send you information we think you might find useful or which you have requested from us, including information about our events and activity providers to further progress your interest in the Scout Association	Contact details (including social media outlets).	Where you have given us your consent to do so
To deal with your queries or complaints	Contact details and records of your interactions with us.	We have a legitimate interest to provide complaint handling services to you in case there are any issues with the service we provide.
Retention of records	All the personal information we collect.	We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage any membership you or your youngster may have with us, in some cases we may have legal or regulatory obligations to retain records (specifically when this applies to financial records). For criminal records history we process it on the basis of legal obligations relating to child protection or based on your explicit consent.
For the purposes of promoting Scouting in the region and the work we do within and part of a Local / District Body.	Images in video and/or photographic form.	Where you have given us your explicit consent to do so.

Purpose	Personal information used	Lawful basis
To comply with health and safety requirements	Records of attendance and health and medical information	We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in scouting activities.
To use information about your physical or mental health (including any injuries) or disability status to ensure your health and safety and to assess your fitness to participate in any of the activities or events we host	Health information	We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
To administer your attendance at any courses, events or programmes you sign up to	All contact details, date of birth, gender, health and medical information	This is necessary to enable us to register you on to and arrange for the effective delivery of our programmes and events. We process special category personal data on the basis of the “special category reasons for processing of your personal data” referred to in section 2 above.
To receive payments from you	Transaction and payment data	This is necessary to receive subscription and/or event payments from you.
To comply with legal obligations, for example, regarding people working with children or vulnerable adults	Information about your criminal convictions and offences	For criminal records history (CRB) we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information we will have a legal, contractual or other requirement or obligation for you to provide us with your personal information.

If you do not provide us with the requested personal information we may not be able to admit you as a member of our group or we may not be able to comply with legal obligations.

For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our activities with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below. Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so.

5. DIRECT INFORMATION

Email, Hard Copy Handout and SMS messages: from time to time, we may contact you by email, hard copy handout or SMS with section or group information we believe you may be interested in.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

We share personal information with the following parties:

- i. **Any party approved by you.**
- ii. **To any governing bodies or regional bodies for Scouting:** to allow them to properly administer scouting on a local, regional and national level.
- iii. **Our Activity Providers:** for the purposes of providing you with information on any tickets, events, offers, opportunities, products and services.
- iv. **The Government or regulators:** where we are required to do so by law or to assist with their investigations or initiatives (including Charities Commission).
- v. **Police, law enforcement and security services:** to assist with the investigation and prevention of crime and the protection of national security.

We do not disclose personal information to anyone else except as set out above.

7. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you.

In some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal/financial purposes will normally be retained in accordance with usual commercial practice and regulatory requirements.

Your Personal Information and records shall be kept for a period of 6 months following cessation of attendance from the group/section, the exception to this shall be relating to financial information where we will retain all physical and electronic records for a period of 6 years after your last contact with us.

Exceptions to this rule are:

- i. Information that may be relevant to personal injury claims, discrimination claims which may be retained until the limitation period for those types of claims has expired.
- ii. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address.

You can contact us by using the details set out in the "**Contacting us**" section below.

8. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- i. the right to be informed about how your personal information is being used;
- ii. the right to access the personal information we hold about you;
- iii. the right to request the correction of inaccurate personal information we hold about you;
- iv. the right to request the erasure of your personal information in certain limited circumstances;
- v. the right to restrict processing of your personal information where certain requirements are met;
- vi. the right to object to the processing of your personal information;
- vii. the right to request that we transfer elements of your data to another scouting provider; and

You should note that some of these rights, for example the right to require us to transfer your data to another scouting provider, may not apply as they have specific requirements which apply to them and they may not apply to personal information recorded and stored by us (for example financial information).

However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "**Contacting us**" section below.

If you are unhappy with the way we are using your personal information we are here to assist you to resolve your concern and/or complaint.

9. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page.

For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so.

Where required by law we will seek your consent to changes in the way we use your personal information.

10. CONTACTING US

In the event of any query or complaint in connection with any of the information we hold about you, please email Paul Sutherland, Group Scout Leader at 1sthoughton@durhamscouts.org.uk or contact any leader in the first instance who will facilitate a face to face meeting with the Group Scout Leader.

Data Privacy Notice v1, dated 25th May 2018