

GENERAL DATA PROTECTION REGULATION

PRIVACY NOTICE

Version 1.0.

Issued: May 2018

Last Review: May 2019

Next Review: May 2021

The General Data Protection Regulation (GDPR) is a new EU law that comes into effect in May 2018. It replaces the current Data Protection Act 1998 and the changes will remain in place even after the UK leaves the EU.

WHAT IS A PRIVACY NOTICE?

A Privacy Notice is the statement that tells you who is collecting information about you and what it will be used for. This helps organisations to comply with the data protection law that requires personal data to be obtained for specified and lawful purposes.

Scout Groups must collect information about each child and their parents and/ or carers.

THE DATA PROTECTION LEAD IS:

Thomas Hague, Assistant Group Scout Leader

INFORMATION WE COLLECT

We only collect the data required to meet the needs of children who attend our group.

CHILDREN:

- Name
- Date of Birth
- Address & postcode
- Ethnicity
- Religion
- Gender
- First language
- Special Educational Needs & Disabilities (SEND)
- Safeguarding & child protection
- Names & ages of siblings
- Badge work/ progress records
- Attendance
- Names, addresses & telephone numbers of

PARENTS:

- Name
- Date of birth
- Address & postcode
- Gender
- Telephone numbers for home, mobile & work
- Place of work
- Email address

contact@105highgreen.co.uk
105highgreen.co.uk

- emergency contacts
- Other Scout Groups/ sections attended or attending
- Name & telephone number of GP
- Details of immunisations
- Medical needs e.g. allergies

WHAT THE INFORMATION IS USED FOR

- To operate a waiting list for places.
- To contact you about your child, or upcoming programme (events, activities or camps) etc.
- To monitor attendance.
- For processing of the annual Census of members carried out by the Scout Association.
- To help us monitor your child's badge work and achievements.

WHO INFORMATION IS SHARED WITH

We only share data on a need-to-know basis with:

- The Scout Association.
- The Scout District or County as necessary for District/ County run events or activities.

YOUR PERMISSION

- In most instances we will ask for your permission to share data as appropriate.
- We will only share data with those who need to know in order to meet the needs of our members.
- **We may share data without consent if in our judgement there is good reason to do so, such as where safety may be at risk.**
- We will share your data if we are legally required to do so, e.g. by a law enforcement agency or court.
- WE DO NOT share data with any other individuals, companies or organisations.

WHERE INFORMATION IS STORED

Not all the data collected is stored together. We store all records securely:

- In paper files in locked rooms in locked cupboards or cabinets.
- On password protected computers in locked rooms, and locked cupboards or cabinets.
- On the encrypted online storage service Google Drive.
- On Online Scout Manager (<https://www.onlinescoutmanager.co.uk>)

HOW LONG WE KEEP INFORMATION

- Paper files are securely destroyed up to 12 months from the member leaving
- Files on password protected computers are securely destroyed up to 12 months from the member leaving.
- Information held on Online Scout Manager, which is primarily work and achievement information, is kept for up to 5 years.

YOUR RIGHTS

You can make a request in writing to:

- Access, amend or correct the personal data we hold about you.
- Delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing.
- Transfer the personal data that you have provided, to another person.

We will fulfill your request within one month.