

South West Notts District Scout Council

(hereinafter also referred to as “The Scout District”)

Registered Charity No. 1073964 (England and Wales)



GDPR Statement and Privacy Notice

Fair Processing Notice

Our Fair Processing Notice describes the categories of personal data we process and for what purposes. We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR).

Who we are

We are a regulated as a member of The Scout Association. See <http://scouts.org.uk> for more information and, as a registered charity, by the rules of the Charity Commission for England and Wales.

Every year we hold an Annual General Meeting where members of the Charity’s Executive Committee (The Charity’s Trustees) are elected. Any member of the District Scout Council over the age of eighteen (18) can stand for election to the Executive at the Annual General Meeting and any member of the District Scout Council has the right to attend and vote at the Annual General Meeting. Entitlement to membership of the District Scout Council is laid down in the Policy, Organisation and Rules of The Scout Association in the UK.

What data are we gathering?

We may hold Personal Data (including Sensitive Personal Data) about members, parents/guardians and volunteers. We believe it is important to be open and transparent about how we will use your Personal Data. Information we may hold includes the following:

- name and contact details;
- age/date of birth;
- details of any health conditions;
- race or ethnic background and native languages;
- religion.

Why do we collect this information?

We use this information to communicate with you and to carry out our obligations as the District Scout Council. We also have a responsibility to keep information about you, both during your

membership and afterwards (due to our safeguarding responsibilities and also to help us if you leave or re-join). In addition, we may collect data for registration to events, including nights away or training, In some cases this data will include Sensitive Personal Data which we ask for to allow us to provide appropriate care for members whilst under our supervision and/or care. The list of activities we carry out as part of Scouting that may require the use of Personal Data include:

- To enable us to provide a voluntary service for the benefit of the public;
- To manage our volunteers
- To manage our membership records
- To update you on events and to register you on events
- To help us to plan and look after members whilst attending an event or activity
- To conduct surveys/reviews on our performance
- For financial accounting

Your rights

As a Data Subject you have rights over your own data that you can exercise at any time, these are:

- You have the right to ensure that your data is accurate – we must keep your data accurate when you advise us of updates
- You have the right to have your data erased – we must erase data if not needed or requested by you, that is not excessive and is possible
- Your data should be portable – we must provide a copy of your data back to you
- You have the right to have your data processing limited – we must cease a processing activity if you object to it
- You have the right to withdraw your consent – we must allow you to withdraw consent at any time. Where consent is required for a data subject under the age of 18, parental consent must be obtained and cannot be provided by the Young Person, and will also be withdrawn by the parent.

You have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator.

Data Subjects who are adult members, (whether uniformed or non-uniformed,) or a member of the District Scout Network can view and edit your personal information directly on The Scout Association's national membership database – known as Compass. Registration for access to Compass can be processed via the following link: <https://compass.scouts.org.uk/login/User/Register>. It is your responsibility to ensure your personal information is up to date. Parents/Guardians of members of a District Explorer Scout Unit can, depending upon the Unit(s) they are affiliated to, access the data held about their child either via Online Scout Manager (OSM) where the Unit is

registered within that system or, where a Unit does not utilise OSM, by requesting an electronic copy or paper copy of the data we hold from the Leader of that Unit.

If you have any questions we would request that, in the first instance, you contact the District Commissioner for further information (swnottsdc@gmail.com).

How we gather personal information

The majority of the personal information we hold on an individual is provided to us directly by that individual or by a youth member's parents/legal guardian/carer in either paper format or transferred from another group via a GDPR compliant online membership system. In the case of an adult member, data may also be provided by third party reference agencies, such as the Disclosure and Barring Service (DBS).

Where a member is under the age of 18, this information will only be obtained from a parent / guardian and cannot be provided by the young person.

How we use your personal information

We collect personal and medical information relating to members and adult helpers for the protection of that person whilst in the care of the Scout District, Nottinghamshire County Scout Council or other bodies providing accredited services to the Scout Association (e.g. Duke of Edinburgh Award Scheme).

The collection of data relating to a person's religion is necessary to respect their beliefs with regards to activities, food and nights away activities.

We process the data to have the ability to contact an adult member or, in the cases of youth members, their parents and guardians, to inform them of meetings, events that Scout Groups, Explorer Scout Units, Scout Network, the Scout District or another Scouting body are planning and which a member may wish to attend. We also need the information to contact people if someone injures themselves whilst participating in an authorised scouting activity.

Our legal basis for using your personal information

We only use your personal information where that is permitted by the laws that protect your privacy rights and where:

- a) We need to use the information to comply with our legal obligations.
- b) We need to use the information to contact you regarding meetings, events, collection of membership fee's etc, i.e. for the day to day running of the Scouting within the Scout District.

c) It is fair to use the personal information in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about products or services within Scouting.

Sharing and transferring personal Information

We will only normally share personal information with members of South West Notts District Scout Council and those Scout Groups, Explorer Scout and Network Units within the District on a need to know basis.

We will however share your personal information with other bodies where we need to meet or enforce a legal obligation. This may include, Nottinghamshire County Scouts, The Scout Association and its insurance subsidiary “Unity”, Local Authority services and law enforcement or HM Revenue and Customs. We will only share your personal information to the extent needed for those purposes.

If your role is as a Trustee of South West Notts District Scout Council, we are required by law to register your Trusteeship with the Charity Commission for England and Wales in accordance with their rules as may, from time to time, be amended.

If you move to another Scout Group, Explorer Unit or Scout Network we will transfer your personal information to them via a secure means.

We will not sell your personal information to any third party for the purposes of marketing or any other purpose.

Sometimes we may nominate a member for a national award, (such as a Duke of Edinburgh Award) or a National Scout Award where such nominations would require we provide contact details to the appropriate body.

Third Party Data Processors

South West Notts District Scout Council employs the services of the following third-party data processors: -

The Scout Association via its national membership system “**Compass**” which is used to record the personal information of leaders, adults and parents who have undergone a Disclosure and Barring Service (DBS) check and other adult volunteers whose appointments do not legally require them to have a DBS check to enable them to carry out their role within Scouting.

Online Youth Manager Ltd (**Online Scout Manager**) which is used to record the personal information, badge records, event and attendance records etc, for youth members. We have a data processing agreement in place with Online Youth Manager. More information is available at www.onlinescoutmanager.co.uk/security.php