

# Romsley St. Kenelm's Scout Group Scout Group's Privacy Notice

## Introduction

Our Scout Group knows that you care how information about you or your child is used and shared, and we appreciate your trust in us to do that carefully and sensibly. This notice describes the privacy policy of our Scout Group.

We last updated this policy in May 2018, to comply with the EU General Data Protection Regulation (EU2016/679). For more information about this Regulation and how it applies in the UK, you can visit [www.ico.org.uk](http://www.ico.org.uk) and search 'GDPR'.

## Personal information we collect

If your child is, or may become, a member of our Scout Group, we collect the following information about them:

- name
- date of birth
- address
- parent(s) and/or carer(s) name and contact details
- badges and other Scouting achievements they attain
- attendance and payments
- any information about your child that may help us to keep them and others safe, or help us help them get the most out of their Scouting (for example, food allergies, and medical and behavioural conditions)

If you are a Leader, a member of the Executive Committee or another type of volunteer in our Scout Group, or you tell us you are interested in helping our Scout Group, we keep your name and contact details, and other details relevant to your role in our Scout Group or how you might be able to help us.

If you want us to put your child on a waiting list to join our Scout Group, we keep your name and contact details, and the name and date of birth of your child, until you tell us you no longer want to be on the waiting list, or your child becomes too old to join Scouts.

## What we use your personal information for

We use your personal information to:

- tell you about the Scouting activities relevant to you or your child, and about things that are or may be relevant to our Scout Group as whole
- keep your child and others safe when doing Scouting activities
- facilitate any present or potential future involvement of you or your child with Scouting.

When we use your or your child's personal information, we will be doing so under one or more of the following bases for lawful use:

- you have given consent for us to use that personal information
- us using that personal information is necessary for you or your child to participate in Scouting activities, or to be on a waiting list to join our Scout Group
- us using that personal information is necessary to protect the vital interests of you, your child or of another person (for example, their safety and wellbeing)
- us using that personal information is necessary for the pursuit of legitimate interests of our Scout Group or a third party (for example, to comply with an insurance policy).

The basis on which you provide us with personal information is contractual (or, if your child is on our waiting list, precontractual).

Personal information that we hold will be securely destroyed as soon as reasonably practicable after we are sure we no longer need that information for these purposes.

## **Photos and videos**

We will not take or keep photos or videos in which you or your child is a focal point without your consent. If you would like us to avoid taking any photo or video that includes you or your child, please tell your or your child's Leader.

## **Our website and social media sites**

Our website is hosted by Weebly. Our website does not use cookies. We do not put any personal information or names of young people on our website or social media. We will only publish names or any information about our adult members with their consent.

## **Disclosing your personal information outside our Scout Group**

We may share personal information we hold about you or your child with a third party:

- to facilitate any involvement of you or your child with Scouting (for example, if we use an independent company to take your child climbing, we may give the climbing company some minimalised information about your child)
- to help keep your child and others safe
- if we are obliged by law to do so.

If we share personal information we hold about you or your child with a third party for anything else, we will ask or tell you first.

## **Storing your personal information**

All information, digital or paper-based, is held in accordance with security guidelines issued by the Information Commissioner. We use two digital databases:

Children under 18 - Online Scout Manager (a secure database facilitated by The Scout Association and West Mercia Scout County)

Adult leaders, registered helpers and Executive Committee members) – Compass (The Scout Association's official database)

## **Your access to, and control over, the personal information we hold about you or your child**

If you do ask us to delete personal information about you or your child, we will try to delete the personal information as soon as reasonably practicable. We are obliged by law to keep a record of certain information (for example, for tax purposes in connection with Gift Aid, or if your child is injured at Scouts and we record this in our accident book);

If you notice any of the information we hold about you or your child is wrong or out of date, please tell us (for example, tell your child's Leader) so we can correct it.

You have the right to ask us:

- for a copy of all the personal information we hold about you or your child
- to delete or correct any of that personal information
- to transfer that personal information to another organisation (for example, another Scout group), to help you with transferring that information.

## **How to contact us**

The data controller for the personal information we hold is the Scout Group. If you have any queries please contact us at [romsleyscouts@hotmail.com](mailto:romsleyscouts@hotmail.com)