



## Privacy Statement

The 148<sup>th</sup> Bristol (1<sup>st</sup> Stockwood) Scout Group collects personal data to carry out its business. As a membership organisation the Scout Association holds data on members and volunteers. The Scout Group holds data about its specific members provided by the parents and guardians of those members. We all take the issue of privacy very seriously and are committed to protecting and respecting your privacy in compliance with data protection law. This includes when you use our online/Social Media services and this privacy statement should also be read alongside Scout Association website terms and conditions, which you can find at [scouts.org.uk/terms-and-conditions](https://scouts.org.uk/terms-and-conditions).

### 1. The information we collect

There are two different sets of information that the Scout Group collects:

- Young People & their parents / guardians
- Adult members and supporters

#### Membership Data – Young People and their parents / guardians

When a member registers with us The Scout Association only asks for their name, email address and postcode of the member. All the other details we ask you to complete on the Group joining forms other details such as address, medical knowledge, photographic permissions, Gift Aid options and emergency contact details all needed by the Group to ensure the safety of the child(ren) taking part in the varied activities we run. We also maintain an ongoing record of members' activities and badges gained. We have security measures in place to protect this database. Access to the membership database is restricted. However, it is the responsibility of each leader to:

- keep their password secret
- protect against unauthorised access to your personal details
- to log off from [scouts.org.uk](https://scouts.org.uk) service when not using it, and
- ensure against use by anyone else of the [scouts.org.uk](https://scouts.org.uk) service through the computer or device that they are using while they are 'logged on' to the [scouts.org.uk](https://scouts.org.uk) service.

Due to our safeguarding responsibilities we are legally required to retain certain records relating to all our members indefinitely. We need to make members aware of this when they register with us as should you request at a later stage that we remove all your data, we will not be able to comply with this request.



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All forms used to complete the membership databases are only kept if we need a specific item from them and these are regularly reviewed to pass on to other sections or to be destroyed if the child(ren) leave the Group.

Data Controller – Group Executive Committee

Data Processors – Section Leaders, Assistant Section Leaders, Section supporters (with dbs clearance) and Group Scout Leader.

Third Party Processor - OSM

### **Membership Data – Adult Members & Supporters**

This set of data relates to the adult volunteers within the group. It therefore relates to:

- Section Leaders, Assistant Section Leaders & Sectional Assistants;
- Group Scout Leader
- Executive Committee members / group trustees
- Occasional Helpers (adults who hold a current dbs clearance)

The personal data is maintained by the Scout Association in its Compass database. When a member registers with us The Scout Association only asks for their name, email address and postcode of the member. All the other details we ask you to complete on the Group joining forms other details such as address, medical knowledge, photographic permissions, Gift Aid options and emergency contact details all needed by the Group to ensure the safety of the child(ren) taking part in the varied activities we run. We also maintain an ongoing record of members' activities and badges gained. We have security measures in place to protect this database. Access to the membership database is restricted. However, it is the responsibility of each leader to:

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# Scouts

148th Bristol  
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Data Controller – The Scout Association

Data Processor – Group Scout Leader & Section Leaders

## 2. Sharing information

We share the Gift Aid information with HMRC as we are required to do by law and to receive the relevant money they refund us. The information required to be shared is the name of the person paying the child(ren)s subscription, house number and postcode.

We will not share your data with any third parties.

## 3. Legal Jurisdiction

All personal data and details held on and processed by computers situated in the United Kingdom. All computers comply with the necessary requirement to be locked when not in use and opened via a password or passcode only known to the individual concerned.

## 4. Further Scouting related information

We will, as part of our normal operation, communicate information to members which is relevant to their role in Scouting. This is mainly done by voluntarily joining one of our social media groups but we are able to send out emails with information to our members. However, members can decide which emails they wish to receive as they register.

## 5. Disclosure of data by law or order of a Court

We may be required to communicate the personal data we hold on a member to a third party if required by law, e.g. regulation or statute (Gift Aid as stated above) or by order of a court.



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## 6. Data Protection legislation

The Scout Association and 148<sup>th</sup> Bristol (1<sup>st</sup> Stockwood) Scout Group adheres to the key principles set out in current data protection legislation. You can obtain more information about data protection legislation from the Information Commissioner's Office or if you wish to make a complaint about how we handle your data you can contact them here. <http://ico.org.uk/>

## 7. Rights to accessing and updating personal data Under data protection law

Individuals have a number of rights in relation to their personal data.

(a) The right to information: As a data controller, we must give you a certain amount of information about how we collect and process information about you. This information needs to be concise, transparent, understandable, and accessible.

(b) The right of subject access: If you want a copy of the personal data we hold about you, you have the right to make a subject access request (SAR) and get a copy of that information within 30 days.

(c) The right to rectification: You have the right to ask us, as data controller, to correct mistakes in the personal data we hold about you.

(d) The right to erasure (right to be forgotten): You can ask us to delete your personal data if it is no longer needed for its original purpose, or if you have given us permission to process it and you withdraw that permission (or where there is no other lawful basis for processing it).

(e) The right to restrict processing: In certain circumstances where, for lawful or legitimate purposes we cannot delete your relevant personal information or if you do not want us to delete it, we can continue to store it for restricted purposes. This is an absolute right unless we have a lawful purpose to have it that overwrites your rights.

(f) The obligation to notify relevant third parties: If we have shared information with other people or organisations, and you then ask us to do either (c), (d) or (e) above, as data controller we must tell the other person or organisation (unless this is impossible or involves effort that is out of proportion to the matter).



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(g) The right to data portability: This allows you to transfer your personal data from one data controller to another.

(h) The right to object: You have a right to object to us processing your personal data for certain reasons, as well as the right to object to processing carried out for profiling or direct marketing.

(i) The right to not be evaluated on the basis of automatic processing: You have the right not to be affected by decisions based only on automated processing which may significantly affect you.

(j) The right to bring class actions: You have the right to be collectively represented by not-for-profit organisations.

## **8. Subject access requests**

You are entitled to ask The Scout Association, in writing, for a copy of the personal data they hold about you. This is known as a subject access request (SAR). In line with legislation, you will not be charged a fee for this information and will respond to your request within one month. This is unless this is not possible or deemed excessive, in which case we will contact you within the month of making the SAR.

Our members or anyone else we hold personal data about can also ask for information from us the local Scout Group, as data controller in our own right, we must answer these requests.

The Scout Association is not legally responsible for these local SARs but they advise Scout Groups to respond to them in line with the law (that is, within the specified one-month time frame and without asking for a fee).



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## 9. Contacting us

If you want to contact us to raise any questions about this privacy statement please speak to one of the section leaders.

For any general matters relating to The Scout Association, you can contact them using this email [infocentre@scout.org.uk](mailto:infocentre@scout.org.uk) or at the following address.; The Scout Association, Gilwell park, Chingford, London E4 7QW.

Alternatively, if your query relates specifically to data protection you can contact the Data Protection Officer at [Enquiries.dpo@scouts.org.uk](mailto:Enquiries.dpo@scouts.org.uk)



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