

**2nd Langham Scout Group**

**PRIVACY NOTICE FOR YOUNG MEMBERS**

We at the 2nd Langham Scout Group (“**2LSG**”), want to make sure all the personal details we hold about you are safe and secure, so we have put together this note to tell all of our young members, how we make sure we do just that and what to do in case you have any questions for us or want to see what information we have. We are, what is known as, ***a data controller.*** This means we have control over how your details are used and who we pass them to.

Organisations like ours need to appoint an individual called a “**Data Protection Officer**” (“**DPO**”) to make sure that we are being very careful with your information. Our Data Protection Officer is the Chair of 2LSG Executive Committee and can be contacted on **chair.2ndlanghamscouts@gmail.com** in case you have any questions.

1. what type of details do we collect from you?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our Scout Group’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

The majority of the personal information we hold, is provided to us directly by yourself / parents / legal guardians in either paper form or via our online membership systems, 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).

We might collect the following **personal details** about you during before, during or after your time as a member, such as:

* + details of how we can contact you, such as your name, email address, where you live and phone number;
	+ your birthday;
	+ your gender;
	+ membership details including when you signed up to be a member and any date you decide to leave us;
	+ records of when you contacted us or we contacted you on the phone or by email or when you asked us to do something;
	+ any bank details belonging to your parent or guardian so that we can receive payments from you and details of any payments you make;
	+ records that tell us when you were at our meetings, events and activities;
	+ videos and photos of you;
	+ details of family members, guardians, doctors and other people we might need to contact in case of an emergency, eg name, address, phone number and occupation;
	+ records of your badges and training, progression levels achieved in 2LSG (eg. Seconder), what events you have attended, and any other achievements relevant to Scouting;
	+ any disciplinary information or details of any issues you have us or we have with you.
1. **SPECIAL CATEGORIES OF PERSONAL INFORMATION**

We may also hold and use what is called “**special information**” such as your ethnic background, whether you have any religious beliefs and any information about your health such as any allergies, medical or dietary needs, injuries you have/have had or times you may have been ill. In the table below we show where we use this **special information** (marked with a †) and we will only use it if we have a really good reason to do so such as:

* + if it is in the interests of the public and we have a lawful reason to use it;
	+ we need it to help us with a legal case we are involved in;
	+ certain laws allow us to use it; or
	+ you have told us you are happy for us to use it.

In the table below we refer to these as the “**special reasons**”.

1. **WHERE DO WE GET THIS INFORMATION FROM?**

We will normally collect personal information about you when you become a member of 2LSG, or attend any of the activities we offer, or if you wish to contact us by e-mail or in some other way.

1. how do we use your information?

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| --- | --- | --- |
| **C:\Users\CYHall\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8VQ28SEV\Checklist ticks.pngWhat do we use your information for**  | **What type of information we may use** | **What reason do we have to use it (this is the boring legal bit…)** |
| **To make sure your membership with us runs smoothly and we can provide the very best service for you.** | All contact and membership details, any chats we have had and your likes and dislikes. | We need all this information to make sure we do a good job in managing your membership with us. |
| **To provide you with merchandise you have ordered from us.**  | All contact and membership details.Your parent/guardian’s payment information. | We need all this information to make sure you get the merchandise you ordered. |
| **To send you information which we think you might like such as details about activities and events we are running, offers and discounts from other organisations and any updates within Scouting*.*** | All contact and membership details. | We need all this information to make sure we do a good job in managing your membership with us.  |
| **To send you other information we think you might like or which you have asked us to send to you.** | All contact and membership details and your likes and dislikes. | Only where you have told us you want to receive this type of information.If you are under the age of 13 your parent or guardian must have given their consent to allow us to send you marketing messages.  |
| **To help you if you have a question or you are not happy with something we have done.** | Contact details and any chats we have had.  | It is in our interests to make sure we deal with any issues you have quickly.  |
| **We will keep all of your details on our files.** | All of your personal details. | It is in our interests to hold your details on file so we can deal with any issues with your membership and to make sure we do a good job in managing your membership. Sometimes we may have to keep your details because the law tells us we have to. If we use any ‘**special information’**, we will only do so on the basis of one of the ‘**special reasons'** we talked about above. † |
| **To protect our technology systems.** | Details about how you use our website. | It is in our interests to make sure that our systems are safe and secure for all of our members and you to use.  |
| **We occasionally carry out research on what events you have attended to understand what is 'on trend'.** | Details of the events and competitions you have attended.  | It is in our interests to make sure that our membership is targeted and relevant for you.  |
| **To promote Scouting, our events and membership packages.** | Any photos or videos of you. | Only where you have told us you are happy to use our photos. |
| **To make sure we are keeping up with health and safety.** | Details of the events and activities you have attended.  | It is in our interests to make sure we provide you and others like you with a safe place to enjoy Scouting.Sometimes we may have to keep your details because the law tells us we have to.  |
| **To register you on to and keep track of any events and competitions you attend.** | Details about your progress through the badges and awards’(but we won't use any **'special information'**) and the events or competitions you have attended. | We need all this information to make sure we do a good job in managing your development through the scouting programme. † |
| **To arrange for any trip or transportation to and from an event.** | Any ID cards or passport information you give us, details of family members and emergency contacts, your parent/guardian’s payment information and details about your health. | We need all this information to make sure we can make arrangements for any trip you go on.If we use any ‘**special information’**, we will only do so on the basis of one of the ‘**special reasons'** we talked about above. † |
| **We might use details about your health (including any injuries or disability) to make sure you are playing in a safe environment by making changes to the design of our sports facilities and to ensure you are well enough to participate.**  | Details about your health and special needs. | We will only use this ‘**special information’**, on the basis of one of the ‘**special reasons'** we talked about above. † |
| **To put together all the information we need in case there are any disciplinary or other issues with your membership.** | All of your personal details. | It is in our interests to make sure we provide you and others like you with a safe and fair place to take part in Scouting activitiesIf we use any ‘**special information’**, we will only do so on the basis of one of the ‘**special reasons'** we talked about above. † |
| **To make sure we are fairly offering opportunities to everyone.** | Name, your birthday, gender, ethnicity, details about your health and progress through the badges and awards. | It is in our interests to make sure we provide you and others like you with the same opportunity to get fully involved in the Scouting programme no matter who you are and where you come fromIf we use any ‘**special information’**, we will only do so on the basis of one of the ‘**special reasons'** we talked about above. † |

† - we will obtain additional consent when using data in these sections.

In some cases we might need the information you have given us to make sure we can do what we say we are going to do with your details. Other times, we may not need it, but if we don’t have it, we may not be able to provide you with the best possible service.

If you have told us we can use your information in a certain way, you can tell us to stop using it at any time, by contacting your section leader.

1. **HOW WE STORE PERSONAL DATA**

We are committed to the protection of your personal information.

We generally store personal information in one of two secure digital online database systems, where access to that data is restricted and controlled.

**Compass**: - is the online membership system of The Scout Association, this system is used for the collection and storage of Adult personal data.

**Online Scout Manager**: is an online membership system run by Online Youth Manager Ltd, this is a secure membership database where we store the personal information of Adults and Youth members for the day to day running of the group.

**Printed records and event data**

Paper is still used within the sections to capture and retain some data for example the following: -

* New joiners form.
* New joiners waiting lists.
* Health and contact records update forms.
* Gift Aid Collection forms.
* Events consent from parents.
* Events coordination with event organisers.
* Award notifications/nominations

In the case of Joining forms, Health and contact update forms, this information is securely held by the leader or waiting list manager, and transferred to our secure digital systems as soon as possible before the paper form is destroyed.

Gift Aid collection forms, will be securely held by the Groups Treasurer to aid in the collection of Gift Aid for monthly membership fees, we have a legal obligation to retain this information for 7 years after our last claim.

**Events**

As a member of 2LSG it is hoped you will take up the opportunity to attend events and camps, where is necessary to fulfil our legal obligations we will be required to potentially have a less secure means to access personal information, such as printouts of personal contacts and medical information, (including specific event contact forms), rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event/camp.

We will ensure:

a) Transfer of paper is secure, such as physical hand to hand transfer or registered post.

b) Paper forms are securely destroyed after use.

c) Secure destruction will be through a shredding machine or securely burned.

d) Always keeping the paper records secure, especially when in transit, by using:

i. A lockable brief case.

ii. A lockable filing cabinet if long term stored.

e) If transferred to somebody, we will audit that they return them when the event is complete.

**Awards**

Sometimes we may nominate a member for national award, (such as Queens Scout or Duke of Edinburgh award), such nominations would require we provide contact details to the awarding organisation, this is most often done on paper via registered post.

We will never sell your personal information to any third party for the purposes of marketing.

Sometimes we may nominate a member for national award, (such as Scouting or Duke of Edinburgh award) such nominations would require we provide contact details to that organisation.

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so. We will take steps to anonymise the data we provide (i.e. collective reporting on gender, ethnicity, age, etc.). If identifiable data is to be shared we will seek your or your parents’/guardians’ consent.

1. Who else may use your details?

We may send your details to others to help us run our organisation. These are:

* + **Anyone you have said you are happy for us to send your details to;**
	+ **To any District, County, HQ or other Scout governing body:** to help us to improveand keep an eye on developments in scouting;
	+ **Organisations that provide services to us**: such as the people who provide the computer system, OSM (see below), and companies who provide activities, for their insurance purposes;
	+ **The Government or our regulators**: where the law tells us to do so or to help them with any investigations;
	+ **Police, law enforcement and security services**: to help them with any investigation, prevention of crime or matter of national security.

**More about the systems we use**

The Scout Association via its adult 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.

Online Youth Manager Ltd (Online Scout Manager) which is used to record the personal information, badge records, event and attendance records etc, we have a data processing agreement in place with online youth manager, more information is available at <https://www.onlinescoutmanager.co.uk/security.php>

1. **ARE YOUR DETAILS SAFE?**

We have put in place lots of security measures to make sure your details don’t go missing or get used in a way they shouldn’t be. All of the people working with us are trained to know how to use your details securely and will only use your details when and how we tell them to.

**Transfers outside the UK**

2LSG will not transfer your personal information outside of the UK, with the exception where an Event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations, although generally such an event will have its own data collection form which will be securely held and disposed of after the event.

1. **HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?**

We collect personal details from you for different reasons and so we might keep it for different lengths of time.

We will retain your full personal information for a period of one year after you have left 2LSG and in a much more limited form (just name, badge and attendance records) for a period of up to 15 years (or until the age 21) to fulfil our legal obligations for insurance and legal claims.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC (which may be beyond age 21).

It is important to make sure that the details we hold about you are accurate and up-to-date, so make sure you let us know if anything like your email address, home address or phone number changes. You can normally do this via OSM or by contacting your section leader.

1. **WHAT ARE YOUR RIGHTS?**

***Did you know you can ask us to do lots of things with your details?***

You can ask us:

* to tell you how your details are being used;
* to provide you with a copy of all details we hold on you;
* to correct some of the details we hold if they are not correct or out of date like your contact details for example;
* to delete all of the details we hold on you (unless we have a good reason not to!);
* to stop using your details in a certain way;
* to send your details to you or another organisation like any club you play at for example; and

Some of the rights may not always apply to the personal details we hold for you as there are sometimes requirements and exemptions attached which means we need to hold on to certain information and other times the rights may not apply at all.

**DON’T FORGET** though, if you have told us we can use your information in a certain way and you would like us to stop, you can tell us to stop at any time. More information about these rights can be found online here <https://ico.org.uk/for-the-public/>. If you have any questions or are unhappy about something, please contact your section leader, or our **DPO**.

1. **WHAT HAPPENS IF WE NEED TO CHANGE THIS NOTICE?**

Keep an eye out for changes to this notice online. If we make big changes the version date at the bottom of the notice will be updated. Of course where we are required to do so by law, we will ask for your permission before we change the reason for using your details.

1. **HOW CAN YOU GET IN TOUCH?**

If you have a question or a complaint, you can always get in touch with your section leader, Group Scout Leader or our **DPO**.

**Version dated: 30 May 2018**