

Privacy Notice

1st Findon Valley Scout Group is committed to respecting your privacy. This notice is to explain how we may use personal information we collect about you and explains how we comply with the law on data protection (General Data Protection Regulations – GDPR) and what your rights are. For the purposes of data protection, we will be the controller of any of your personal information.

Updates – January 2022

The following is a summary of the updates that have been made to our Privacy Notice:

Additions:

- Supporting policy – CCTV Policy
- The personal data that we collect:
 - photographs and videos captured on CCTV.
- How we use information:
 - Help prevent and detect crime and safeguard (protect) young people, and others.
 - To claim gift aid
- Ways we store information:
 - local storage device for our CCTV system.
- Who we share data with:
 - HMRC to claim gift aid.

Data controller

1st Findon Valley Scout Group is the data controller and complies with the GDPR.

The legal basis for processing personal data

The principal reason we process personal data is because we have a legitimate interest to collect and retain this for the safety and wellbeing of our members. We also need to process personal data in order to properly administer and perform any contract for the provision of any goods/services (e.g. group-branded clothing, nights away events, etc).

We may also process personal data, largely photographs, with consent.

Supporting Policies

Information contained within this document relating to the collection, processing and retention of personal data through the use of closed circuit television (CCTV) cameras should be read in conjunction with the Group's CCTV Policy.

The personal data that we collect, hold and share includes but is not limited to

- personal and sensitive information (such as name, gender, ethnicity, date of birth, school, parents'/carers' contact details);
- attendance information;
- performance information (attainment towards challenge awards and badges);
- special needs and relevant medical information;
- photographs taken during our events;
- photographs and videos captured on CCTV; and
- waiting lists.

How we use information

We use this personal data to:

- provide a safe environment at our events;
- record attendance;
- record subscriptions/other sums of money received/due;
- badge records;
- analyse trends in attendance and monitor financial viability of our events;
- select representatives for special events (e.g. competitions/selective events);
- apply for grant funding (data is always anonymised);
- promotion and marketing within the community, in newspapers, our website, and on social media;
- contact you in relation to the operations of the sections (Beavers, Cubs or Scouts) or the Group as a whole;
- to claim for Gift Aid; and
- help prevent and detect crime and safeguard (protect) young people, and others.

Ways we store information include but not limited to

The data we collect is stored:

- Digitally
 - on individuals' password protected computers (e.g. those belonging to section leaders or those with appointed administrative roles);
 - on cloud storage (Microsoft 365);
 - on local storage devices (Eufy security hub);
 - within 1stfindonvalleyscouts.org.uk email accounts (hosted on Microsoft 365); and
 - on Online Scout Manager.
- Paper records
 - Paper records for events are used 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.

Information regarding the GDPR in relation to third party services:

- Microsoft 365: <https://privacy.microsoft.com/en-GB/privacystatement>

- Online Scout Manager: <https://www.onlinescoutmanager.co.uk/security.html>
- Eufy Security: <https://uk.eufylife.com/policies/privacy-policy>

(Links accessed November 2021)

Who we share data with includes but not limited to

- The Scout Association - We will share the personal data of youth members and their parents/guardians with The Scout Association Headquarters for the purpose of managing safeguarding cases. We will also share non-personally identifiable statistical data to allow Headquarters to better measure our impact, grow our movement and attract funding. The privacy and security notice for The Scout Association can be found here: <https://www.scouts.org.uk/DPPolicy>. The sharing of this data will be via Online Scout Manager.
- West Sussex County Scout Council and Worthing District Scout Council - for the administration of membership;
- third party providers who might require data in accordance with legitimate interest (e.g. dietary information could be passed on to a third party organiser of a nights away event for the purposes of catering);
- other scout groups (if a member were to transfer or if another group is organising an event);
- HMRC to claim gift aid;
- the Government (where we are required to do so by law or to assist with their investigations or initiatives); and
- police, law enforcement and security services (to assist with the investigation and prevention of crime and the protection of national security).

We never sell or share your contact information with third parties for direct marketing.

Retention periods

Personal data will not be retained for longer than necessary in relation to the purposes for which it was collected.

Generally, where there is no legal requirement, we retain all physical and electronic records for a period of six months after your last contact with us or upon leaving the group, whichever is the soonest.

Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired.

Information that is required to claim gift aid will be retained for longer, in compliance with the Charities Commission and HMRC rules.

Your rights

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's

data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

Where we process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

To exercise any of these rights (or to make a subject access request), please write to the data protection officer at: dpo@1stfindonvalleyscouts.org.uk

If you are unhappy with the way your request has been handled, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at the following address:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.