

18th PURLEY SCOUT GROUP - Privacy Policy

About

This document describes the privacy policy for the 18th Purley Scout Group, whose HQ is at Farm Fields in Sanderstead.

Purpose

To support our work with young people, we need to collect and retain data about those young people, as well as their parents, our leaders, helpers and friends. The "General Data Protection Regulation" (GDPR) dictates how we must treat this data, and one of the things it requires is that we publish a Privacy Policy, that describes to you (the "data subject" - the person whose data we hold) what data we hold, and what we do with it.

This document is that Privacy Policy.

Data Controller

The "Data Controller" is the person or organisation responsible for managing the data. For the purposes of this Privacy Policy, the Data Controller is the "18th Purley Scout Group". We can be contacted through our web page at <https://www.18thpurley.org.uk/contact>, or by email to dpo@18thpurley.org.uk

Why do we collect data?

The information we collect is used to ensure that we can safely deliver scouting to our members, by ensuring that our leaders have all the necessary information they need to deliver that service.

If you are a member of the Scout Group, or a parent or guardian, then we collect and use your personal data in our legitimate interests (specifically, it helps us to provide Scouting to you, in a safe and appropriate manner), and therefore, according to the GDPR, we do not require your explicit consent.

If you are a leader, helper, or friend, we also need to keep some data about you, for the safeguarding of our young people and may use this information to contact you both routinely and in an emergency.

What data do we hold?

We keep data about our members, leaders, helpers and friends, and their immediate family members. The data includes some or all of the following: names, date of birth, nationality, ethnicity, religion, disabilities, health and dietary issues, address, contact details, National Health number, relationships with other people (including family and health professionals), and history within the Scout Group.

The only financial data we hold is to record subscription payments, and whether each individual is eligible for Gift Aid.

Where do we get the data from?

In most cases, the information we hold about a data subject is provided by the subject themselves, or by their immediate family for example, via a Membership form or Consent/Health forms for trips and camps.

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We also retain data about the history of members within the Group, such as dates of transition between Sections (Beavers, Cubs and Scouts), participation in events, and attainment of awards and badges. This data is generated within the Group. We also retain information about any first aid.

In the case of a leader or helper, and with their express permission, we run background checks for the safeguarding of our young people whereby additional data may also be provided by third party reference agencies, such as the disclosure and barring service (DBS).

Who has access to the data?

Data is available to members of the leadership team and the Executive team. We may also share non-sensitive information with the wider Scout Association via Compass, the Scout Association's membership database.

We do not share any information with any other organisations (unless legally required to do so, or unless you ask us to).

Where is the data held?

Data is stored in the following locations:-

- In single-copies of paper based forms, retained by the individual Section leaders
- In the leadership Dropbox account – accessible only to the leadership team and Executive team
- In Compass, the Scout Association's membership database

How long do we keep the data?

We only hold your data for as long as is necessary. Personal data will be retained throughout your time as a member of 18th Purley Scout Group.

We have a responsibility to keep information about our leaders and helpers, both during their membership and afterwards, due to our safeguarding responsibilities.

Data that is considered "sensitive" (including medical, ethnicity, religion data) will be erased as soon as practically possible after a member leaves the Group.

Full Personal information (excluding sensitive data) will be kept for no more than 6 months after a member leaves the Group, with the exception of members aged below 21.

Limited Personal information about our young people (name, DOB, awards, badge and attendance records, and first aid history) will be retained until they are aged 21, to fulfil our legal obligations for insurance and legal claims. At age 21, the data will be anonymised.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC.

Your rights

You may ask to see a copy of the data we hold about you, by making a request to the Data Protection Officer (dpo@18thpurley.org.uk).

You may also request that we update any inaccurate or incomplete data.

Need to know more?

If you require any further information, please contact the Data Protection Officer at dpo@18thpurley.org.uk