

Pinkney Green Scout Group Privacy Notice

What is this privacy notice/policy?

This Data Privacy Notice/Policy describes the categories of personal data processed by Pinkneys Green Scout Group and for what purposes. Pinkneys Green Scout Group is committed to collecting and using personal data fairly and in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 (DPA 2018) and the Privacy & Electronic Communications Regulations 2003 (PECR).

This Privacy Notice is relevant to members of Pinkneys Green Scout Group, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who make contact with Pinkneys Green Scout Group.

As young people progress through Scouting they may get involved in activities run by other Scouting bodies, e.g. Explorer Scouts and the Young Leader Scheme organised by Maidenhead District Scouts and/or Jamborees and other activities organised by Berkshire County Scouts. The relevant Scout organisation is the data controller for any personal data processed in connection with these activities. As part of transferring into these organisations or signing up for these activities they should share the relevant privacy policies with data subjects.

Who we are

Pinkneys Green Scout Group are a registered charity with the Charity Commission for England & Wales; charity number 300501.

The Data Controller for Pinkneys Green Scout Group is the Trustee Board who are appointed at an Annual General Meeting and are Charity Trustees.

From this point on Pinkneys Green Scout Group will be referred to as “we”, “our” or “us”.

Being a small charity, we are not required to appoint a Data Protection Officer.

The data we may process

The majority of the personal information we hold is provided to us directly by adult members or by the parents or legal guardians of youth members. It may be provided verbally, in hardcopy form or digital form via email, our online membership tool Online Scout Manager or via the Scout Association’s online membership system ‘Compass’. In the case of adult members and volunteers, data may also be provided by third parties, such as personal referees and the England & Wales Disclosure and Barring Service (DBS).

Where a member is under the age of 18, this information will only be obtained from a parent or guardian and cannot be provided by the young person.

We may process the following personal information:

- **Personal contact details** such as name, title, address, telephone numbers and personal email address - so that we can contact you.
- **Date of birth** - so that we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting.
- **Gender** – so that we can address individuals correctly and accommodate for any specific needs.

- **Race or ethnic origin** - so that we can make suitable arrangements based on members' cultural needs.
- **Emergency contact information** - so that we are able to contact someone in the event of an emergency involving an adult or youth member.
- **Government identification numbers** e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks.
- **Bank account details, payroll information and tax status information** - so that we are able to pay anyone contracted by us, reimburse volunteers' expenses and collect Gift Aid from HMRC where donations are made.
- **Training records** - so that members can track their progression through the Scout programme or adult training scheme.
- **Health records** - so that we can make suitable arrangements based on members' medical needs.
- **Criminal records checks** - to ensure Scouting is a safe space for young people and adults.

We use personal data for the following purposes:

- to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- to provide information about Scout meetings, activities, training courses and events to our members and other volunteers in Pinkneys Green Scout Group
- to administer membership records
- to fundraise and promote the interests of Scouting
- to manage our volunteers
- to maintain our own accounts and records (including the processing of Gift Aid applications)
- to inform you of news, events, activities and services being run or attended by Pinkneys Green Scout Group
- to ensure and evidence your suitability if volunteering for a role in Scouting
- to contact the next of kin of adult or youth members in the event of an emergency
- to ensure you have and maintain the correct qualifications and skills for your volunteer role in Scouting.

We use special categories of personal data (as defined in Article 9(1) of the UK GDPR) for the following purposes:

- for the protection of a person's health and safety whilst in the care of Pinkneys Green Scout Group
- to respect a person's religious beliefs with regards to activities, food and holidays
- for equal opportunities monitoring and reporting.

The lawful basis we process your data by

We comply with our obligations under the UK GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

In most cases our lawful basis for processing will be through the performance of a contract for personal data relating to our adult volunteers and legitimate interest for the personal data relating to our youth members.

Sensitive (special category) data for both adult volunteers and youth members will mostly align to the lawful basis of legitimate activities of an association. Explicit consent is requested from parents/guardians to take photographs of our members. On occasion we may use legitimate interest to process photographs where it is not practical to gather and maintain consent such as large-scale events. On such occasions we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.

Our retention periods

Personal data will only be retained for as long as we have a lawful basis to process it. Our retention policy is to keep the core of personal data recorded in our membership system (Online Scout Manager) for up to three years from cessation of membership and includes contact information, medical information, payments information, attendance information and information on progress towards The Scouts' badges and awards.

Any personal data that is processed for the purpose of claiming Gift Aid on any membership subscriptions and donations made to the Scout Group will be retained for six years from the date of the relevant payment.

Where we are obliged to keep personal data for accident and incident records then only the necessary personal data required for those purposes will be maintained (e.g. name and details of the accident). This personal data will be held for up to seven years after the accident or incident, or seven years after any alleged victim turns 18 if later, under the provisions of the Limitations Act 1980.

A limited amount of personal data related to past events is kept as part of the heritage record of Pinkneys Green Scout Group, e.g. names of attendees at camps and jamborees, award holders, photographs (where parental photographic permission has been granted).

The Scout Association's Data Protection Policy and other relevant links can be found at:

<https://www.scouts.org.uk/about-us/policy/data-protection-policy/>

For information on adults held on the Compass system The Scout Association is the data controller, following the data protection policy linked to above.

Sharing your information

Young people and other data subjects

In normal circumstances we will only share personal information with adult volunteers holding an appointment in the Pinkneys Green Scout Group.

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. The privacy and security notice for The Scout Association can be found here: <https://www.scouts.org.uk/DPPolicy>.

Adult volunteers

In normal circumstances we will only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for Pinkneys Green Scout Group as well as with The Scout Association Headquarters as data controllers in common.

All data subjects

We will also share personal information with others outside of Pinkneys Green Scout Group where we need to meet a legal obligation. This may include The Scout Association and its insurance subsidiary (Unity Insurance Services), local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

In all instances of data sharing with third parties outside of the organisation we will only do so where there is a legitimate reason to do so.

We will never sell your personal information to any third party.

If we nominate a member for a national award (such as Scouting awards or Duke of Edinburgh awards) such nominations would require us to provide contact details and such personal data as necessary to establish eligibility for the award in question to that organisation.

Where personal data is shared with third parties we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the UK GDPR and DPA 2018.

How we store your personal data

We generally store personal information in the following ways:

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

Online Scout Manager - is the online membership system of Online Youth Manager, this system is used for the storage of youth member personal data, emailing members, registering members for activities and collecting payment(s) for those activities.

Website – photographs (where parental permission has been granted) may be displayed on our website or social media channels.

Local spreadsheets - in addition adult volunteers will hold some personal data on local spreadsheets/databases e.g. tracking subscriptions due/received. All volunteers complete mandatory data protection training as part of their induction into their role.

Printed records and data held while attending events – hardcopy records are sometimes used to capture and retain some data for example:

- Gift Aid administration
- Event registration
- Health and contact records forms (for events)
- Events coordination with event organisers

In order to ensure smooth running of activities and the availability of key information needed in the event of an emergency, hardcopy records for events may be 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 hardcopy to only what is required for the event.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing

and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

How we provide this privacy notice

A link to this website page is provided to those whose data is being processed by us. A printed version is also available on request.

Your rights

As a Data Subject, you have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the Information Commissioner's Office (<http://www.ico.org.uk>).

Unless subject to an exemption under the GDPR and DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed – you have a right to know how your data will be used by us.
- The right to access your personal data – you can ask us to share with you the data we have about you. This is a Data Subject Access Request.
- The right to rectification – this just means you can update your data if it's inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association's Compass membership system.
- The right to erasure – this means that you have the right to request that we delete any personal data we have about you. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons.
- The right to restrict processing – if you think that we are not processing your data in line with this privacy notice then you have the right to restrict any further use of that data until the issue is resolved.
- The right to data portability – this means that if you ask us we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- The right to object – you can object to the ways your data is being used.
- Rights in relation to automated decision making and profiling – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input, it's highly unlikely that this will be used by us.

If you wish exercise data rights in respect of you or your child's participation in wider Scouting (e.g. via Maidenhead District, Berkshire Country activities), then the request should be sent to all Scouting organisations that have data controller responsibility for information about you/your child.

Who to contact

If you have any queries relating to this Privacy Notice or our use of personal data relating to you, please contact us by using the [Contact Form](#) on our website.

Version number and date of the last review

Version 1.0 – approved by the PGSG Trustee Board 2/9/2024