

## **Banstead District Scouts Privacy notice/policy**



Approved by District Executive Committee on 9<sup>th</sup> January 2019

### **What is this privacy notice/policy?**

This Data Privacy Notice/Policy describes the categories of personal data Banstead District process and for what purposes. Banstead District are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses the GDPR.

This Privacy Notice/Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with Banstead District.

### **Who we are**

Banstead District are a registered charity with the Charity Commission for England & Wales. The Data Controller for Banstead District is the District Executive Committee also referred to as the Board of Trustees, who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Board of Trustees is Colin Griffiths, 01737360430, colingriffiths@bansteadscouts.co.uk

From this point on Banstead District will be referred to as “we”.

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 you or by the parents or legal guardians of youth members verbally or in paper form, digital form or via our online membership system Compass. In the case of adult members and volunteers, data may also be provided by third parties, such as 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 collect 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.
- Emergency contact information - so that we are able to contact someone in the event of an emergency.
- Government identification numbers e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks.
- training records - so that members can track their progression through the Scout programme or adult training scheme.
- Race or ethnic origin - so that we can make suitable arrangements based on members cultural needs.
- 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.

## The lawful basis we process your data by

We comply with our obligations under the 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 the lawful basis for processing will be through the performance of a contract for personal data and as legitimate interests for your sensitive data.

We use personal data for the following purposes:

- to provide information about Scout meetings, activities, training courses and events to our members and other volunteers in Banstead District
- to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- 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 Banstead District
- to ensure and evidence your suitability if volunteering for a role in Scouting
- to contact your next of kin in the event of an emergency
- to ensure you have and maintain the correct qualifications and skills.

We use personal sensitive data for the following purposes:

- for the protection of a person's health and safety whilst in the care of Banstead District
- to respect a person's religious beliefs with regards to activities, food and holidays
- for equal opportunity monitoring and reporting.

## Our retention periods

We will keep certain types of information for different periods of time in line with our retention policy.

Ref to the Data retention policy held in the annex of this document.

The Scout Association's Data Protection Policy can be found at

<https://members.scouts.org.uk/supportresources/71> and the Data Privacy Notice at <https://scouts.org.uk/privacy-policy/>

## Sharing your information

### Young people and other data subjects

We will normally only share personal information with adult volunteers holding an appointment in the Banstead District

### Adult volunteers

We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for the Banstead District as well as with The Scout Association Headquarters as joint data controllers.

## All data subjects

We will however share your personal information with others outside of Banstead District where we need 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.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so.

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

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

**On-line Scout Manager (OSM)** - is the online membership system used for the collection and storage of members personal data.

In addition, adult volunteers will hold some personal data on local spreadsheets/databases.

Printed records and data held while attending events - paper is 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

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.

## **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 ([www.ico.org.uk](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.

## **Our Website Cookies**

### Forms related cookies

When you submit data through a form such as those found on our contact pages or comment forms, cookies may be set to remember you your user details for future correspondence.

### Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through our sites.

Site use Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

For more information on Google Analytics cookies, see the official Google Privacy information page [https://privacy.google.com/businesses/compliance/#?modal\\_active=none](https://privacy.google.com/businesses/compliance/#?modal_active=none)

## **Who to contact**

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us through the Chair of the Board of Trustees.

## Banstead District Scouts Data Retention Policy

SYSTEM OR PROCESS (as identified in the Data Inventory)	Purposes of the data processing;	Categories of data subjects;	Examples of the data captured that drives the data categorisation	Where possible, the envisaged time limits for erasure of the different categories of data;	Lawful Process Article (see description below)
Young Members Joining	Young members details are gathered as part of the Joining Process	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept until the Young Person leaves or Moves On from the Scout Group.	9(2)(c)
Adult Volunteers Joining	Adult Volunteer personal details are gathered as part of the joining process	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept for 2 months after the Adult Volunteer leaves The Movement. This may be retained indefinitely with TSA for safeguarding.	9(2)(e)
Away Day Events	Young Person / Adult Volunteer attendance at the event to be planned is gathered	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept for a 2 months period post the event then it is deleted / destroyed. This is in case an incident at an event requires this information.	9(2)(a)
Away Day Events Mgmt	Young person data in attendance is transferred to the 3rd Party Organiser	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept by the Events mgmt team for the period of the event, this is then deleted.	9(2)(a)
Moving On	Young Person Moves On To another Scout Group or District Explorer Unit. The Personal Data is copied to the waiting list and then transferred upon moving on.	SENSITIVE PERSONAL	Name, DOB, Address	Data is kept until the Young Person leaves or Moves On.	9(2)(h)
Transfer Waiting Lists	The details of Young People on a waiting list are transferred from one Scout Leader to another	PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	The list data is retained until the placements are made, then it is deleted	6(1)(f)
Young Member Data Validation	Young Person personal record is reviewed by Parent / Guardian and updated if required at the beginning of each term by the Young Persons Parent / Guardian using MyScout.	SENSITIVE PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept until the Young Person leaves or Moves On.	9(2)(c)

Young Persons details updates	Young Persons Data is updated periodically with details of achievements	PERSONAL	Name, DOB, Address, Health, Religion, Ethnicity	Data is kept until the Young Person leaves or Moves On.	6(1)(f)
Minibus Driver Information	Minibus drivers' details are gathered including driving licence, penalty points and any medical conditions prevent the driving of the minibus to fulfil the requirements of Section 19 and our insurance	SENSITIVE PERSONAL	Name, DOB,	Data is kept for 12 months and is revalidated annually. Only those who drive the minibus need to provide data.	6(1)(a)
Gift Aid	Collection of Gift Aid declarations	SENSITIVE PERSONAL	Name, Address	Data is kept for a period of up to six years after the Young Person leaves or Moves On for audit purposes.	6(1)(a)
Gift Aid	Provision of Gift Aid Submission to HMRC	PERSONAL	Name, Address	Data may be retained by HMRC indefinitely;	6(1)(c)
Hire Forms	Records relating to Park Farm Hire	PERSONAL	Name, Address	Up to six years after hire for audit purposes.	6(1)(b)
Minor accident	Complete accident forms to record minor accidents/incidents that didn't require professional intervention	SENSITIVE PERSONAL	Name, Address, Medical Record	Up to 12 months after incident.	6(1)(c)
Accident requiring Hospital or Dentist visit	Complete Unity incident report forms to record the accidents/incidents	SENSITIVE PERSONAL	Name, Address, Medical Record	Up to the 21 <sup>st</sup> birthday of a young person	6(1)(c)

#### Lawful Process

Article	Description
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| 6(1)(a) | Consent of the data subject  |
| 6(1)(b) | Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract  |
| 6(1)(c) | Processing is necessary for compliance with a legal obligation   |
| 6(1)(f) | Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject   |
| 9(2)(a) | Explicit consent of the data subject, unless reliance on consent is prohibited by EU or Member State law   |
| 9(2)(c) | Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent   |
| 9(2)(e) | Processing relates to personal data manifestly made public by the data subject   |
| 9(2)(h) | Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional |