



Privacy Notice and Data Protection Policy

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About this policy

Our Privacy Notice and Data Protection Policy describes the categories of personal data that Stevenage District Scout Council process and for what purposes.

We 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. The GDPR is now retained in domestic law as the UK GDPR, which sits alongside an amended version of the Data Protection Act 2018 (DPA 2018).

Each local Scout Group, District and County are their own distinct data controllers, separate to The Scout Association (TSA) and separate legal entities. This means they are directly responsible for any personal data they process and must ensure that they are aware of their responsibilities under the law.

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

Who are we?

Stevenage District Scout Council, commonly referred to as "Stevenage District" or "Stevenage Scouts", is a registered charity (Charity No. 302590), responsible for the growth and development of Scouting in Stevenage and its surrounding villages.

We are incorporated by royal charter and are regulated as a member of the UK The Scout Association, (Registered Charity No. 306101).

The Data Protection Officer (DPO) for Stevenage Scouts is a member of the Trustee Board and is responsible for ensuring we are GDPR compliant with the data we collect from you. Any personal data that we collect will only be in relation to the work we do with our members and through our relationship with supporters, donors and funders. If you need to contact the DPO, contact the Chair of the Board of Trustees.

The data we may process

Most 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, including MS-Forms or via the Scout Association's online membership system. 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 of our adult volunteers and legitimate interest for personal data of our youth members. Sensitive (special

category) data for both adult volunteers and our youth members will mostly align to the lawful basis of legitimate activities of an association.

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 Stevenage 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 Stevenage 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 (special) data for the following purposes:

- for the protection of a person's health and safety whilst in the care of Stevenage 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 The Scout Association's retention policy.

The Scout Association's Data Protection Policy and Data Privacy Notice can be found at <https://www.scouts.org.uk/about-us/policy/>

As far as membership information is concerned, to make sure of continuity (for example leavers and then re-joiners) and to carry out our legal responsibilities relating to safeguarding young people, we keep membership information throughout the membership and after it ends.

Sharing your information

Young people and other data subjects – We will normally only share personal information with adult volunteers holding an appointment in the Stevenage District Scouts.

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 Stevenage District Scouts as well as with The Scout Association Headquarters as data controllers in common.

All data subjects – We will however share your personal information with others outside of Stevenage District Scouts 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:

Adult Membership System – 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 (OSM) – an online membership system. OSM is used by some Scout Groups to collect and store members' personal data, track badge and award progress, and provide visibility into the section programme. The District does not currently use OSM.

Microsoft 365 – the online system and suite of software applications, including email, in the administration of the Stevenage District.

District Website Forms – Stevenage District operates a website, powered by a content management system. The website generally uses Microsoft forms to collect personal data for purposes related to general enquiries, joining enquiries, venue or equipment hire, or event registrations. The responses are securely stored within our access controlled Microsoft 365 Tenant.

CCTV systems – CCTV is used for protection of our assets at our District Headquarters and the Canyon Activity Centre. CCTV is also used as part of our safeguarding responsibilities. Data is captured and stored from cameras for a period of at least one month before being deleted. Access to the CCTV systems at District HQ is restricted to the District Lead Volunteer and authorised members of the District Leadership Team. The systems are only accessed if there is a specific reason to do so; for example regular system testing or an incident requiring investigation.

USB storage devices – WILL NOT be used for storage of data unless this is a method of last resort, in which case the devices must be software encrypted and password protected.

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
- New adults (adult information form) and I.D. checking forms

Paper records for events are used rather than relying on secure digital systems, as events are sometimes held where internet and digital access will not be available. We will minimise the use of paperwork to only what is required for the event.

We will ensure:

- Transfer of paper is secure, such as physical hand to hand transfer or registered post.
- Printouts or paper forms are securely destroyed after use.
- Secure destruction will be through a shredding machine or via other methods that render the document unreadable and unable to be recreated.
- Always keeping the paper records secure by using a lockable filing cabinet for long-term storage, and ensuring that records are not left unsecured in a vehicle or any publicly-accessible places overnight.

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

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 your user details for future correspondence.

Third Party Cookies – In some special cases, we also use cookies provided by trusted third parties.

Further processing

If we wish to use your personal data for a new purpose, not covered by this policy, 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 and Data Protection Policy

A link to this policy is provided on our District website, as is the link to a downloadable PDF version. A printed version is also available on request.

Your rights

As a Data Subject you have rights over your own data that you can exercise at any time, these are:

- Data is accurate – we must keep your data accurate
- Data is erased – we must erase data if not needed or requested by you, that is not excessive and is possible
- Data is portable – we must provide a copy of your data back to you
- Data processing is limited – we must cease a processing activity if you object to it
- Consent withdrawal – we must allow you to withdraw consent at anytime

Who to contact

In the event that you wish to contact us to exercise these rights or for any further queries on this policy, please contact the Data Protection Officer (DPO) via the Chair of the Trustee Board or the District Lead Volunteer (previously known as the District Commissioner) at dc@stevenagescouting.org.uk