

1st Bradley Stoke Scouts Privacy Notice

- **Privacy Notice**

This privacy notice applies to all processing of personal information carried out by 1st Bradley Stoke Scouts. We respect individuals' rights to privacy and the protection of personal and special category information. The purpose of this privacy notice is to explain how we collect and use personal and special category information for scouting. 'Personal Information' is information about a living individual who can be identified from that information, either by itself or when combined with other information. Special category information is more sensitive information such as race; ethnic origin; politics; religion or health. More information about data protection; what information is covered; what the categories are and your rights can be found on the Information Commissioner's Office (ICO) website at <https://www.ico.org.uk>

- **Who Are We?**

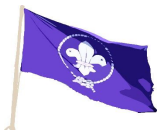
1st Bradley Stoke Scouts is a registered charity (1140453). The objectives of the Group are as a unit of The Scouts promoting the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals and as responsible citizens. Activities include arts & crafts, challenges such as orienteering, educational visits, camps, as well as group activities such as parties and family events.

- **The Information That We Process And Why**

We collect various categories of personal information at the start of and for the duration of your involvement with us. We limit the information collection and the processing of that information to that necessary for us to safely provide Scouting Services, for your membership/role in the Scout Group or to provide you with requested information

- **Waiting List**

If you submit a membership request to the groups waiting list we will collect basic personal information including name, address, contact details of the parent, guardian or carer and name and date of birth of the young person. The lawful basis under which we will hold and process this information is that we will ask for your explicit consent to keep this information on our waiting list so that we can inform you of membership opportunities.



○ Adult Volunteer

For adult volunteers we collect basic personal information including names, address, contact details. We also collect some special category information such as medical history and ethnicity and details of criminal history. The lawful bases under which we will hold and process this information are

- Basic personal information - As part of a contract for you to participate in scouting activities so that we can contact you and as part of our legal obligations to know who is working with our young members.

- Medical information (special category information) - For the protection of the Vital Interests of the volunteer in emergency situations and for Preventative or Occupational medicine (ensuring the health, safety and wellbeing of the volunteer whilst they are engaged in scouting activities)

- Ethnicity - Optional - Collected with explicit consent - used in anonymised form to demonstrate the equality, inclusivity and ethnic diversity of The Scouts

- Criminal Records - As part of the joining process information is collected from you about criminal records in order for us to fulfill our safeguarding responsibilities to our young members. This information is collected and processed confidentially by a legally authorised third party, on behalf of The Scouts, and a DBS check is performed. The data collected is determined by the governments Disclosure and Barring service. Full details can be found by searching www.gov.uk for DBS. Results of DBS checks are returned to the Brunel Scout District and not to 1st Bradley Stoke Scouts.

○ Young Member

For young members we collect basic personal information including names, address, contact details. We also collect some special category information such as medical history and ethnicity. This information will be gathered from a holder of parental responsibility over the young person. The lawful bases under which we will hold and process this information are

- Basic personal information - As part of a contract to allow the young person to safely participate in scouting activities.

- Medical information (special category information) - For the protection of the Vital Interests of the young person in emergency situations and for Preventative or Occupational medicine (ensuring the health, safety and wellbeing of the young person whilst they are engaged in scouting activities)

- Ethnicity - Optional - Collected with explicit consent - used in anonymised form to demonstrate the equality, inclusivity and ethnic diversity of The Scouts

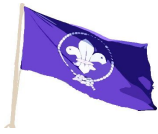
● How Do We Get The Information

- **Waiting List Information** is collected via Web Forms on our website

 - www.1st.bradley-stoke-scouts.org, via email or via paper forms

- **Adult Volunteers** basic information is collected via Web Forms on our website, via email or via paper forms, full information is collected via paper application forms or via Compass in association with personal interviews and third party systems for carrying out DBS checks

- **Young members Information** is collected via Online-Scout Manager and secure Google forms issued from our Google apps infrastructure at www.bradley-stoke-scouts.org or www.1stbss.org.uk



- **Special events/Activities.** Before special events and activities, such as camping, we will collect basic and special category information (in particular current medical conditions and medication regimes), for adult volunteers and young members in order to ensure we are fully informed and can ensure their health, safety and wellbeing. This information will usually be gathered via secure Google forms (as above).

● Where Do We Store The Information

- **Waiting List Information** is stored in a Google apps spreadsheet accessible to our administration team on bradley-stoke-scouts.org and in Online Scout Manager (OSM)
- **Adult Volunteers.** If initially volunteering via a web form basic information is initially stored in a Google apps spreadsheet accessible to our administration team on bradley-stoke-scouts.org. Full Adult Volunteers information is subsequently processed on the COMPASS system provided by The Scouts. More details about this system and The Scouts Data Privacy statement can be found at www.members.scouts.org.uk
- **Young Members Information** is stored in OSM provided by Online Youth Manager Ltd. More details about this system and the companies Data Privacy Statement can be found at <https://www.onlinescoutmanager.co.uk>
- **Special events/Activities.** Information will be stored in secured spreadsheets on our Google apps infrastructure at bradley-stoke-scouts.org and will be accessible to appropriate members of the event/activities team (for instance medical information and medication details will be available to the nominated medical officer). This information may be used to update records already held in OSM/Compass if applicable. Extracts of this information may be printed for use at the event/activity, particularly where the data is required for organising/managing the event and health and safety and welfare of volunteers and young members, and access to our online records stored in OSM, Compass, Google Apps is restricted (for example multi day camping with activities with little access to mobile signals/electricity/computers etc.)

● How Long We Keep Information

- **Waiting List Information** will be kept for as long as you wish to remain on the waiting list. You will be contacted on a regular basis to confirm you still want to be on the waiting list and the the information held is correct. You can request to be removed from the waiting list at any time
- **Adult Volunteers** information will be kept for the duration of your membership of The Scouts. Some information may be retained beyond this period, if required for legal compliance.
- **Young Members** information will be kept for the duration of their membership of The Scouts. After this time information will be anonymised removing personal and personal sensitive information and utilized for demand management and trend analysis.
- **Special events/Activities.** Printed information utilised for organisation/management of special events/activities will be securely disposed of as soon as practicable after the event/activity. Information gathered on paper during the activity/event will be stored in the appropriate system before the paper copy is destroyed (for example accident reports).



● Who Do We Share Information With

Information provided to 1st Bradley Stoke Scouts is shared with The Scouts head office and with Brunel District Scouts. Where required appropriate information is shared with event/activity providers.

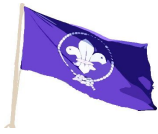
We will not share your information with anyone else outside 1st Bradley Stoke Scouts except:

- a) where we have your permission;
- b) where required for your service;
- c) where we are required by law and by law enforcement agencies, judicial bodies, government entities, tax authorities or regulatory bodies around the world;
- d) with third-party guarantors or other companies that provide you with benefits or services (such as insurance cover) associated with your service;
- e) in anonymised form as part of statistics or other aggregated data shared with third parties;
- f) where permitted by law, it is necessary for our legitimate interests or those of a third party, and it is not inconsistent with the purposes listed above.

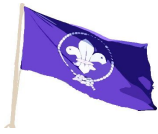
We will share the personal data of youth members and their parents/guardians with The Scout Association Headquarters for the purpose of managing safeguarding cases. The privacy and security notice for The Scout Association can be found here: <https://www.scouts.org.uk/DPPolicy>. The sharing of this data will be via the Online Scout Manager platform (OSM) which is used to manage youth membership. The privacy and security notice for OSM can be found here: <https://www.onlinescoutmanager.co.uk/security.html>

● What Rights Do You Have

- Access – You have a right to get access to the personal information we hold about you.
 - The holder of parental responsibility can access the personal details of a young person via my.scout (OSM Parents portal) to view and update them as required
 - If you would like a copy of the personal information we hold about you, please contact our data protection team at dpo@1stbss.org.uk
- Rectification – You have a right to rectification of inaccurate personal information and to update incomplete personal information.
 - If you believe that any of the information that we hold about you is inaccurate, you have a right to request that we restrict the processing of that information and to rectify the inaccurate personal information. Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you.
- Erasure – You have a right to request that we delete your personal information
 - You may request that we delete your personal information if you believe that:
 - we no longer need to process your information for the purposes for which it was provided;
 - we have requested your permission to process your personal information and you wish to withdraw your consent;



- we are not using your information in a lawful manner.
 - Please note that if you request us to delete your information, we may have to suspend the services we provide to you.
- Restriction – You have a right to request us to restrict the processing of your personal information.
 - You may request us to restrict processing your personal information if you believe that:
 - any of the information that we hold about you is inaccurate;
 - we no longer need to process your information for the purposes for which it was provided, but you require the information to establish, exercise or defend legal claims;
 - we are not using your information in a lawful manner.
 - Please note that if you request us to restrict processing your information, we may have to suspend the services we provide to you.
- Portability – You have a right to data portability.
 - Where we have requested your permission to process your personal information or you have provided us with information for the purposes of entering into a contract with us, you have a right to receive the personal information you provided to us in a portable format. You may also request us to provide it directly to a third party, if technically feasible. We're not responsible for any such third party's use of your information, which will be governed by their agreement with you and any privacy statement they provide to you.
- Objection – You have a right to object to the processing of your personal information.
 - You have a right to object to us processing your personal information (and to request us to restrict processing), unless we can demonstrate compelling and legitimate grounds for the processing, which may override your own interests, or where we need to process your information to investigate and protect us or others from legal claims. Depending on the circumstances, we may need to restrict or cease processing your personal information altogether or, where requested, delete your information. Please note that if you object to us processing your information, we may have to suspend the services we provide to you.
- Marketing – You have a right to object to direct marketing
 - You have a right to object at any time to processing of your personal information for direct marketing purposes
- Withdraw consent – You have a right to withdraw your consent.
 - Where we rely on your permission to process your personal information, you have a right to withdraw your consent at any time. We will always make it clear where we need your permission to undertake specific processing activities.
- Lodge complaints – You have a right to lodge a complaint with the regulator.
 - If you wish to raise a complaint on how we have handled your personal information, you can contact our Data Protection Officer who will investigate the matter. We hope that we can address any concerns you may have, but you can always contact the Information Commissioner's Office (ICO). For more information, visit <https://www.ico.org.uk/>



- **Access to Data via Mobile Devices**

Where mobile devices are used to access google apps data, we use Basic Mobile Device Management, this allows us to

- Know what devices are accessing our data
- Ensure that the devices have basic security set up such as device lock
- Have the ability to delete Bradley Stoke scouts data from the device if it is stolen

- **Changes to Policy**

From time to time we may change the way we use your information. Where we believe you may not reasonably expect such a change we will notify you and will allow a period of at least 30 days for you to raise any objections before the change is made. However, please note that in some cases, if you do not agree to such changes it may not be possible for us to continue to provide services to you.

- **Website**

This policy will be published on our website at bradley-stoke-scouts.org.uk