

Witney Buttercross Scout Group Scouting privacy notice/policy

This document should be made available to anyone who in Witney Buttercross Scout Group, collects and processes data. These pages will be on our website accessed through a simplified single page on the front page.

What is this privacy notice/policy?

This Data Privacy Notice/Policy describes the categories of personal data Witney Buttercross Scout Group process and for what purposes. Witney Buttercross Scout Group 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,–who will make contact with Witney Buttercross Scout Group.

Who we are

Witney Buttercross Scout Group are a registered charity with the Charity Commission for England & Wales; charity number 304425. From this point on Witney Buttercross Scout Group will be referred to as “we”.

The Data Controller for Witney Buttercross Scout Group is the Executive Committee who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Charity Trustees is David Eaton chair@witneyscouts.org

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 the parents or legal guardians of youth members, digital form via Online Scout Manage (OSM) 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.
- Bank account details and the collection 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.
- 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 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. 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.

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 Witney Buttercross Scout Group;
- 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 Witney Buttercross Scout Group;
- to ensure and evidence your suitability if volunteering for a role in Scouting;
- to contact 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 Witney Buttercross Scout Group;
- 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.

- The information on OSM will be transferred, when your child moves up, to other Buttercross Sections.
- OSM information may be transferred to other Scout Groups if your child moves from Buttercross.
- When your child leaves Buttercross the data will be deleted.

The Scout Association's Data Protection Policy can be found [here](#) and the Data Privacy Notice [here](#).

Sharing your information

Young people and other data subjects

We will normally only share personal information with adult volunteers holding an appointment in the Witney Buttercross Scout Group

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 Witney Buttercross Scout Group 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 Witney Buttercross Scout Group 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.

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 used for the collection and storage of adult volunteer personal data.

Online Scout Manager -

- members name, address, postcode, email phone and gender;
- name, address, postcode, email and phone for the primary contact;

- name, address, postcode, email and phone for the secondary contact;
- name, address, postcode, email and phone for the emergency contact;
- address, postcode, for the member;
- name, address, postcode, email and phone contacts for the doctor's surgery;
- NHS number;
- essential information related to, medical details, allergies, dietary requirements and swimming;
- details of the membership of the individual, payments, length of membership;
- records of activities relating to the individual including achievements and other records of participation;
- special categories of data as required to ensure the protection of the individual, to manage their lifestyle preferences and protect their vital interests in emergency situations.
- consent for photographs, and sensitive information needed to enable us to administer the Section.

Online Scout Manager is a subsidiary of Online Youth Manager.

Printed records and data held while attending events - paper is sometimes used to capture and retain some data for example:

- Gift Aid administration to claim Gift Aid where you've told us you're eligible, or let you know if you have won a prize if you have entered a raffle or other fundraising activity we may hold from time to time.
- Charity Commissioners which require us to know where funds have come from, as well as any conditions attached to them, and to provide the required audit trail for HMRC to be satisfied that the statutory requirements for a gift aid declaration are met.
- 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: www.witneyscouts.org 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).

Unless subject to an exemption under the GDPR, 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 by approaching the Section Leader. If you are not satisfied then contact the Chair of the Executive Committee chair@witneyscouts.org.
- Rights in relation to automated decision making and profiling – this protects you in cases where decisions 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.

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. The following section details which third party cookies you might encounter through this site.

OSM uses:

- Session cookie to keep you logged in. This is strictly necessary to the working of the website. If this is disabled then the functionality of the site will be broken.
- Google Analytics which is one of the most widespread and trusted analytics solutions 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. This Analytics data is collected via a JavaScript tag in the pages of our site and is not tied to personally identifiable information. We therefore do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are. For more information on Google Analytics cookies, see the official Google Privacy information [page](#).

Witney Buttercross Scout Group's website uses

- Google Analytics – see above
- Twitter - Third Party Cookies Websites widget in place on the website which makes use of cookies. May include personalized suggestions and advertising cookies. Personalization_id, guest_id, lang, pid, metrics_token. See [Twitter Privacy](#)
- YouTube - Third Party Cookies. YouTube may still set cookies on the user's computer once the visitor clicks on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode. Use_hitbox, visitor_info1_live See [Google Privacy](#)

Who to contact

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us by [David Eaton, Chair of Witney Buttercross Scout Group Executive Committee chair@witneyscouts.org]