

## INFORMATION FOR PARENTS ON WEB – THE SIMPLE VERSION

Witney Buttercross Scout Group makes every effort to comply with the General Data Protection Regulations (GDPR)

Each Section will hold data about your child in a single secure database called Online Scout Manager (OSM). The data is held in OSM to simplify Section administration, keep parents informed and to ensure security of the child. OSM has been vetted by the Scout Association to conform to the GDPR requirements.

The only paper printed data will be a registration/contact/medical list for an off-site event organiser and Gift Aid administration.

The information held is only relevant to Buttercross. When your child enrolls you will have to agree to Buttercross keeping personal details on OSM, which will include the:

- members name, address, postcode, date of birth, NHS number and gender;
- name, address, postcode, email and phone contacts for the primary contact;
- name, address, postcode, email and phone contacts for the secondary contact;
- name, address, postcode, email and phone contacts for the emergency contact;
- name, address, postcode, email and phone contacts for the doctor's surgery;
- essential information related to, medical details, allergies, dietary requirements and swimming;
- Gift Aid payments;
- consent for photographs, and sensitive information required to enable us to administer the Section; and
- attendance.

OSM has is a two-way means of communication through Parent Portal:

- The Section Leader will keep you up-to-date with direct emails with any changes affecting your child within Scouting. You can see stored emails previously sent.

The Parents Portal link, in Parent Portal will take you directly to your child's data and in which you can:

- if offered, make online payments for subscriptions and events through a protected recurring debit card system – this will cost Sections 3% of any debit;
- see the programme dates and times;
- view the badge requirements, see the progress made and where to sew them;
- keep the contacts and medical information up to date – an important feature;
- sign up for events, with the click of a button, for your child to join in. **YOU MUST REPLY** to the permission email. **Unless you opt-in, your child cannot participate.** Selected relevant data may be shared with organisations responsible for an event; and
- maintain the accuracy of the personal data by keeping your child's Section Leader up-to-date with any changes by editing and saving the data. **THIS IS IMPORTANT.**

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.

You have the right to:

- see the information we hold;
- make amendments to personal data;
- have a spreadsheet printout; and
- challenge the information we hold by first contacting the Section Leader. If you are not satisfied the Group's Executive Committee will form an appeal panel.

For more information, please see the [Full GDPR Policy](#)