**1st Stramshall Scout Group**

**Data Protection and GDPR**

This notice is issued in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

These Regulations govern how Personal Information (PI) can be handled and how it must be protected by Data Controllers.  Because of the information held on its members, **1st Stramshall Scout Group** is classed, under those Regulations, as a Data Controller, and must comply with the Regulations.  For general information about these Regulations and how they apply in Scouting, see further guidance on GDPR at members.scouts.org.uk.

**Why we are processing your data**

So that we can safely deliver Scouting within the Group, each Section i.e. Beavers, Cubs, and Scouts and the Group Executive Committee will need to hold personal information about our members, their parents or carers and our adult volunteers. We will use this information to contact you routinely e.g. invitations to Scouting events that we are running or planning on attending, as well as in an emergency.

**Personal data will only be collected and used for the purpose of activities directly relating to Scouting and/or a person's Membership or association with Scouting.**

**What data we will process**

The data we will process about our members will include but is not limited to **names, dates of birth, addresses, email addresses, telephone numbers, doctor's details, medical conditions (including allergies anf medication), additional needs, dietary requirements, payment information, gift aid registration,** and **anonymised ethnicity information**.

**Photographs and video recordings** may be taken of our members taking part in Scouting activities and we may put these in a password-protected are of our website (parents will be provided with the password if media is uploaded related to their child’s section). Occasionally, we may submit photographs to local newspapers, the Group, District, or County newsletters, websites or put on display for the sole purpose of promoting Scouting.

We will never provide the names of any young person when using any of the above media without the express permission of parents, and you may request for your child’s image not to be used in any of these ways at any time.

**Who will have access to this data**

Members of the 1st Stramshall Scout Group Leadership Team and the Executive Committee will have varying levels of access to this information according to their role and information needs.  **Everyone who has access to this data holds a current Scouting Enhanced DBS certificate.**

1st Stramshall Scout Group is part of Uttoxeter District (the District) and Staffordshire County Scout Council (the County).  The Group will periodically join in events that are run by the District or the County.  For these events, essential data required to provide safe scouting may be shared with the organisers for the purpose of the event only.

As part of a larger Scouting Organisation, the Group shares certain records/information held from time to time with the Scout Association headquarters.  **No information is passed outside the Scout Group to Third Parties.**

**Where the data will be held**

We utilise Online Scout Manager (OSM), a third party online management system (Data Processor) for handling, collecting and storing personal data relevant to the day to day running of the Scout Group. This system has been developed specifically for Scouting and Guiding Organisations. More information about the security measures employed by OSM to protect all personal data can be found at www.onlinescoutmanager.co.uk/security.

We store all of the Personal Data held by the Group on this online platform and conduct all reviews and updating of information held, payments, bookings, etc. through this system.  No paper records of this information is kept, although on limited occasions, records may be printed out for taking to events/camps/sleepovers, where online access may not be possible.  These physical records are then destroyed after the event.

We provide all parents with permanent access to the personal information records held by the group on this online system. It is available for remote access by parents at any time, following their setting up an account with secure login (required to make payments, confirm attendance to events, etc).  Parents are able to amend/update personal details if they change, and are requested to ensure that information held by the Group is up to date. It is particularly important that contact details are kept up to date so that we can contact you in an emergency.

OSM processes or records payments for subs, camps and events as far as possible using the GoCardless online payment system. This is a secure online payment system to allow parents to safely and easily make payment for their child. Information about how this system processes your data can be found [at](https://support.gocardless.com/hc/en-gb/articles/360000281005-GoCardless-and-GDPR) www.support.gocardless.com.

Personal Information held on adult members of the Group is handled through the Scout Association Online System, Compass.  This has been developed and is managed by the Scout Association for the recording of adult details, training, permits, DBS Disclosures, etc. Information about the use of Compass in the context of GDPR can be found at members.scouts.org.uk.

**How long we retain the data for**

We will retain data for as long as the Data Subject remains a part of our Group and for up to 12 months thereafter. After 12 months, we will retain some data in a more limited form (just name and badge records).  We will also keep any Gift Aid information for the statutory 7 years as required by HMRC.

If a member moves to another Scout Group, we will ask for permission before we share any data with the new Group.

**Your Rights**

We provide all parents with permanent access to the personal information records held by the group on OSM. Individuals can also request a copy of their personal data by making a Subject Access Request (SAR) to us.

If you have any questions related to the Data we hold, or any questions about your rights please contact us.