



## **Privacy Notice – Adult Members**

### **Introduction**

This Notice is to help you understand how and why we collect personal information about you and what we do with it. It also explains the decisions that you can make about your own information. If you have any questions about this Notice, please contact us.

### **What is "Personal Information"?**

Personal information is that which identifies you as an individual. We hold information about you which includes information such as your name, date of birth and address as well as things like badge records and awards, any medical details and your photograph. We may also record your religion or ethnic group. Photos and video recordings of you are also personal information.

### **How and why do we collect and use Personal Information?**

Our main reason for using your personal information is to support you in Scouting. Below are examples of the different ways in which we use it and where it comes from.

- Joining forms give us lots of personal information. We also get information from you, your previous scout groups, your references and sometimes young people.
- When you submit information to our website (for example by filling in the joining form or using the contact form) you are submitting information to us.

We collect this information to help the Scout Group run properly, safely and to let others know what we do here. Here are some examples:

- We may use information provided through our website to allow us to service your request (for example to submit an expression of interest to join)
- We may record your attendance at meetings.

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- We may need to share your details with activity providers to ensure that they can safely provide an activity for you.
- We may need to share your details with 3rd parties who are running a camp or activity on our behalf.
- We may need to share your details with Leaders in another section or with the Trustee Board if they are acting as a contact when we are away on camp.
- We may need to share your information with third parties to ensure that safeguarding checks can be undertaken.
- We may need to share information about any legal matter which relates to you. This is so we can safeguard your welfare and wellbeing and other members of the Group.
- Depending on where you go when you leave us, we may need to provide your information to other scout groups, districts or counties e.g. we may provide references.
- If someone makes a complaint about how the Scout Group has behaved we may need to use your information to deal with this appropriately e.g. if a parent complains that we have not looked after their child properly.
- We may need to share information with the police or our legal advisors if something goes wrong or to help with an inquiry e.g. if a Scout is injured during Scouts
- Occasionally we may use consultants, experts and other advisors to assist us in fulfilling our obligations and to help us run the Scout Group properly. We might need to share your information with them if this is relevant to their work.
- If you have become involved with the police, we may need to use information about the action taken by them to ensure the safeguarding of our young people.
- We may share some information with our insurance company to make sure we have the insurance cover that we need.

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- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.
- We may take photographs or videos of you at events to use on social media, on our website or in other marketing communications. This helps us show prospective parents and young people what we provide and to promote the Scout Group. We may seek specific consent before using a photograph or video recording where we consider that the use is more privacy intrusive. We may continue to use these photographs and videos for up to 5 years after they were taken.
- Sometimes we use photographs and videos for Scouting purposes, for example, to record Scout taking part in a drama activity.

We publish our activities, top awards and other news on the website and put articles and photographs in the local news to tell people about what we have been doing. If you have concerns about us using photographs or videos of you, please ask to arrange a meeting with the Data Protection Officer.

- We may keep details of your address when you leave so we can send you important information.
- We sometimes use contractors to handle personal information on our behalf for example:
  - Activity providers who require access to medical information when providing an activity.
- We use third party "cloud computing" services to store your personal information including GSuite from Google, Online Scout Manager and Compass from The Scout Association. These services may store your information outside of the EU and are compliant with the requirements set out by GDPR.

The majority of your Personal Data collected by us will mostly remain within GSuite, Online Scout Manager and Compass and in all cases it will be handled only by people who need to know the information. Again, if you have any concerns about any of the above, just ask us.



## **Our Legal Grounds for Using Your Information.**

This section contains legal and technical information about the legal grounds we are relying on when handling your information and your child's information as described above.

### **Our legitimate interests**

This means that we are using your information when this is necessary for our legitimate interests except when this would be unfair to you. We rely on these grounds for many of the ways in which the Scout Group uses your information. Specifically, the Scout Group has a legitimate interest in:

- Safeguarding and promoting the welfare of children
- Providing references for you
- Promoting the objects and interests of the Scout Group and what we do e.g. we may use photographs of you in our newsletters, on our website or in our social media
- Improving the Scout Group e.g. if we want to raise money to build new buildings or to make sure that we are providing you and our fellow Scouts with a good Scouting experience
- Facilitating the efficient operation of the Scout Group.

Additionally, your personal information may be processed for the legitimate interests of others e.g. we may use information when investigating a complaint made by a Scout. If you object to us using your information where we are relying on our legitimate interests as explained above, please let us know.

### **Our legal obligation**

We might need to use your information in order to comply with a legal obligation e.g. to report a concern to Children's Services or the Disclosure and Barring Service or to report details of an accident to the Scout Association. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.



### **Your vital interests**

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

We may need to process and share information about you in order to keep you safe (for example information about an allergy)

### **The public interest**

The following are examples of when we use your information to perform tasks in the public interest:

- Safeguarding and promoting the welfare of young people.
- Ensuring that we comply with all of our legal obligations.

If you object to us using your information when we are relying on this ground please ask to arrange a meeting with the Data Protection Officer.

### **Special Category Data**

We must also comply with an additional condition where we process special categories of personal information. These special categories include personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information and information about sex life or orientation.

Where we process your health information this is on the basis of their vital interests (for example if they are seriously injured. We may also use your information to protect the vital interests of someone else.

Where we collect information about your ethnic origin and religious beliefs we will ask for your explicit consent to the processing of this data and the data is held anonymously.

### **Our responsibilities with social protection law**



The Scout Group may use your information to comply with social protection law e.g. to look after our young people.

### **Your vital interests**

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

### **Legal claims**

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers.

### **Medical purposes**

This includes medical treatment and the management of healthcare services and providing support to Scouts with additional needs.

## **Withdrawing Consent**

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information, you can take it back at any time. Any use we have made of your information before you withdraw your consent will still remain valid.

There are some limited circumstances where your request to withdraw consent can't always be accepted. In some cases we will rely on more than one of the grounds above for a particular use of your information e.g. we may rely on legitimate interests and public interest grounds when using your information to look after you and your fellow Scouts.

Please let us know if you would like to withdraw any consent that you have given.

## **Sending information to other countries.**

We may send your information to countries which do not have the same level of protection for personal information as the UK. For example, we may communicate



with you by email when you are overseas (for example, when you are on holiday) or we may need to send your information abroad if we are going on a camp overseas.

The EU has produced a list of countries which have adequate data protection rules. The list can be found at [https://ec.europa.eu/info/law/law-topic/data-protection\\_en](https://ec.europa.eu/info/law/law-topic/data-protection_en). If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as the UK.

We can provide you with details about any additional safeguards which we may have in place outside of this Privacy Notice. If you have any questions about the safeguards that are in place please ask to arrange a meeting with the Data Protection Officer.

### **For how long do we keep your information?**

We keep your information for as long as we need to in order to provide our Young People with Scouting and look after them. We will keep some information after you have left us e.g. so that we can find out what happened if you or someone else makes a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the Scout Group.

### **What decisions can you make about your information?**

You are able to make various decisions about your information.

Your rights are as follows:

- If information is incorrect you can ask us to correct it.



- You can also ask what information we hold about you and be provided with a copy.
- You can ask us to delete the information that we hold about you in certain circumstances, for example, where we no longer need the information.
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer.
- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

### **Further information and guidance.**

This notice is to explain how we look after your personal information. If you have any questions or concerns, just ask to arrange a meeting with the Data Protection Officer.

Please ask if you:

- Object to us using your information for marketing purposes. We will stop using your information for marketing purposes if you tell us not to;
- Would like us to update the information we hold about you
- You would prefer that certain information is kept confidential.

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113





or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Need to know more?**

If you require any further information, please contact the Data Protection Officer at [dpo@histon-scouts.org.uk](mailto:dpo@histon-scouts.org.uk)