



## **Privacy Notice - Parents and Children**

### **Introduction?**

This Notice is to help you understand how and why we collect your child's personal information and what we do with it. Also explained are the decisions that you can make about your child's information. We are giving you this Notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this Notice, please contact us.

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

Personal information is that which identifies your child as an individual. We hold information about your child which includes information such as name, date of birth and address as well as things like badge records and awards, any medical details and their photograph. We may also record your child's religion or ethnic group. Photos and video recordings of them 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 your child 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 your child, their Scout Leaders and sometimes other Scouts. Your child's previous Scout Group may have also given us information about them so that we can train and care for them.



- 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.
- Where needed, we may get information from your child's doctors and other professionals so we can look after them.

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 join the waiting list).
- We need to tell the appropriate leaders if your child is allergic to something or has a health issue.
- We might need to tell our Leaders if your child has learning needs or needs extra help with some tasks.
- We may need to share information about your child's health and wellbeing with their Leaders.
- We record your child's attendance and if they have time away from the Scouts, we may record the reason(s) why.
- We record your child's photograph to allow our leaders to identify them.
- We may need to share your details and your child's details with activity providers to ensure that they can safely provide an activity for them.
- We may need to share your details or your child's details with 3rd parties who are running a camp or activity on our behalf.
- We may need to share your details and your child's information with leaders in another section or with the executive committee if they are acting as a contact when we are away on camp.

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- We may need information about any legal matter which relates to you or your child. This is so we can safeguard their welfare and wellbeing and the other Scouts in the Group.
- Depending on where your child goes when they leave us, we may need to provide their information to other Scout Groups e.g. we may share information about their badge records and provide references. We may need to pass on information which is needed to look after your child.
- If someone makes a complaint about how the Scout Group has behaved we may need to use your information or your child's information to deal with this appropriately e.g. if you complain that we have not looked after your 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 another 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 or your child's information with them if this is relevant to their work.
- If your child has misbehaved in a serious way and the police have become involved, we may need to use information about the action taken by them.
- We may share some information with our insurance company to make sure we have the insurance cover that we need.
- We may share your child's Scouting and (where fair) their behaviour records with parents or education guardian to provide support to your child at home.
- We will only share your information or your child's 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 your child 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 of parents and young people, where we consider that the use is more privacy intrusive. We may continue to use these photographs and videos after you have left.
- 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 your child, 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 your child's medical information when providing them with an activity.
- We use third party "cloud computing" services to store your personal information and your child's 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 and your child's 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 and your child's information when this is necessary for our legitimate interests except when this would be unfair to you or your child. 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:

- Providing your child (and other young people) with Scouting
- Safeguarding and promoting your child's welfare and the welfare of other young people
- Providing references for your child
- Promoting the objects and interests of the Scout Group and what we do e.g. we may use photographs of you or your child 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 or your child's personal information may be processed for the legitimate interests of others e.g. we may use information about your child when investigating a complaint made by another 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 child's information in order to comply with a legal obligation e.g. to report a concern about their wellbeing to Children's Services or to report details of an accident to the Scout Association. We may also have to disclose their 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 child's information to protect their 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 your child in order to keep them 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 your child's welfare and the welfare of other children.
- 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 child's health information this is on the basis of their vital interests (for example if they are seriously injured). We may also use your child's information to protect the vital interests of someone else.



Where we collect information about your child's 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 and your child's information to comply with social protection law e.g. to look after your child.

### **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 and your child's 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 child's information in certain ways. If we ask for your consent to use your child's personal information, you can take it back at any time. Any use we have made of your child's 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.

Policy Ratified by Executive Committee on 22 January 2020

Next Review Date: January 2021



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 or your child's 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 child's 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 your child with Scouting and look after them. We will keep some information after your child has left us e.g. so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information or your child's 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 and your child 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 and your child's 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 your child and be provided with a copy.
- You can ask us to delete the information that we hold about you or your child 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 or your child in a format that can be read by computer.
- Our use of information about you or your child 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 and the personal information of your child. 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 or your child
- You would prefer that certain information is kept confidential.

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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)