

2nd Exeter Scout Group Privacy Notice updated 10.1.19



The General Data Protection Regulations that came into force on 25 May 2018 are aimed at protecting you and your personal data. 2nd Exeter Scout Group acts as a 'data controller' and 'data processor' of personal data that you provide to us. The personal data that we hold is used solely for Scouting purposes. The Regulations require the Scout Group to publish a Privacy Notice about the data we hold relating to **Young People, the Waiting List, Adult volunteers and Hut bookings**, which explains to you:

- **What** personal data we hold on you
- **Why** we collect it and what we use it for
- **Where** we hold it and **who** we share it with
- **How long** we keep your personal data for
- **Your rights**.

Young People

What - date of birth, GP, medical details, dietary requirements, allergies and contact information for parents/guardians eg. email address, postal address, phone number. Photos and videos are taken to record Scouting activities if consent for this has been given.

Why – personal data is held in order to meet our Safeguarding requirements, ensure that we can contact you in emergencies, to give you details of meetings and events and ask you for payments. We hold basic medical details including your GP's contact details in case of emergency or hospitalisation. We will continue to disclose the details that we hold with you in the Online Scout Manager (OSM) database and ask you to update your details regularly in order to ensure that they are correct. By providing us with this information you consent to us holding it and contacting you for Scouting purposes.

Where and who - all of our data for Young People is held securely in an encrypted online (Cloud based) database called Online Scout Manager. 2nd Exeter Leaders have access to the information for their Scout, Cub or Beaver Section but this information is not passed to or shared with anybody outside of our group or in the wider Scout Community. A Leader's access to the database is removed as soon as they step down. Once a year we have an annual census however the census information passed on is anonymous. We have got a more detailed OSM GDPR and Security Policy which can be viewed on request.

For certain activities and events run by 3rd party organisations we are required to ask you to provide separate consent forms to the organisation (such as Haven Banks or camp organisers). These 3rd party organisers are required to comply with the GDPR when handling your data.

Photos and videos taken by Leaders during Scouting activities are uploaded to OneDrive for secure storage and then deleted from phones/cameras. Photos/videos are managed in accordance with the Devon Scouts County Policy. No names are attached to any photos or videos and they are taken only of young people whose parents/guardians have given consent.

How long - We hold the information for Young People that you provide us with for the length of time that your child is a member of the Group. When they leave the Group their information is archived by removing your child's name and all personal information apart from their initials. This process is irreversible. If your child moves onto Cubs or Scouts we pass your child's (and your) data onto that section with your permission and their data ceases to exist on the section database they have left. Activity consent forms are destroyed / deleted after the event and not retained.

Waiting List

What - parent's name and email address, young person's name and date of birth.

Why – Personal data held on our waiting list is used to allocate places to Young People who wish to join the Group.

Where and who - this information is held securely by our Waiting List Coordinator in emails and paper files. It is shared with relevant Leaders by emails between their dedicated email accounts.

How long - details are deleted/securely destroyed when your child joins the Group or becomes too old to join.

Adult volunteers

What - records including contact details, DBS checks, training and permits.

Why – personal data is held in order to meet our Safeguarding requirements and to organise Scouting activities.

Where and who – Data for Adult Volunteers is collected using paper forms and entered into the Scout Association's Compass System. Compass holds all the data securely with controlled access.

How long – Paper forms are securely destroyed as soon as the information is entered onto Compass. Data on an adult volunteer is deleted after they leave the group.

Hut Bookings

What - name, email address, phone number of the person making the booking.

Why – personal data held for hut bookings is used only to administer the booking.

Where and who – hut bookings are managed using a third party system called youcanbook.me. This stores data in a calendar and generates emails to the Hut Bookings Secretary's dedicated email address. Youcanbook.me 's privacy policy can be found at <https://youcanbook.me/privacy/>.

How long - emails and calendar bookings are deleted regularly and within 6 months of the booking.

Your rights

Young People - on **request** you can ask us to remove your data and your child's data from the system and we will comply. However as this contravenes our Safeguarding Policies we cannot continue to look after your child effectively without this data and so your child will need to leave the Group.

Adult volunteers are unable to continue volunteering if your data is removed from the Compass system.

If you wish to know what personal data we hold on you or your child, please make a Subject Access Request. Please request the dedicated form for this by emailing secretary@exeterscouts.co.uk

If you have any questions regarding our GDPR Policy then please contact Andrew Turner (Group Chairman) at secretary@exeterscouts.co.uk and we will respond accordingly.