

GDPR Policy and Procedure

Introduction

This document describes the privacy policy of the 73rd Reading (Park) Scout Group. If you are a young person, you might like to read the simpler version.

What is this document about?

To support our work with young people, we need to collect and retain certain data about those young people, as well their parents, and our leaders, helpers and friends. The "General Data Protection Regulation" (GDPR) dictates how we must treat this data. We are required to publish a Privacy Notice that describes to you (as the "data subject", the person whose data we hold) what data we hold, and what we do with it. This document is that Privacy Notice.

Data Controller

The "Data Controller" is the person, or organisation, responsible for managing the data. For the purposes of this Privacy Notice, the Data Controller is the "73rd Reading (Park) Scout Group." We can be contacted through our web page at parkscouts.org.uk, where there is a "Contact" button, or by email at dpo@parkscouts.org.uk.

Why do we collect data?

The information we collect is used to ensure that we provide the best service to our members, by ensuring that our leaders have all the information they need to deliver that service.

If you are a member of the Scout Group, whether as a section member, a parent or a guardian, then we collect and use your personal data in our legitimate interests (specifically, to help us provide Scouting in a safe and appropriate manner). According to the GDPR, we do not require your explicit consent.

If you are a leader, helper, or friend, we also need to keep some data about you, so that we can contact you when necessary.

What data do we hold?

We keep data about our members, leaders, and friends, and their immediate family members. The data includes some or all of the following: names, date of birth, nationality, disabilities details required to support scouting accessibility, health and dietary issues, address, contact details, National Health number, relationships with other people (including family and health professionals), and history within the Scout Group.

We are registered to claim back gift aid on certain payments including Subscriptions and donations. We will keep the original signed gift aid declaration form for anyone who has agreed to allow us to make such a claim.

We hold minimal financial information including some or all of the following: Name of payee, young person to whom a payment relates, the amount and date of payment. This information is required to manage the Groups finances and for audit purposes.

Where do we get the data from?

In most cases, the information we hold about a data subject is provided by the subject themselves, or by their immediate family. In some cases, information may become apparent in other ways (for example, where a family is divided by divorce, information about one side of the divide may become apparent as a result of information provided by the other side).

We also retain data about the history of members within the Group, such as dates of moving between Sections, participation in events, and attainment of awards. This data is generated within the Group.

Who has access to the data?

Data pertaining to members of the Group is generally accessible to the leaders of the Scout Group and to no one else. We may share some of this information with the wider Scout Association but we do not share this information with any other organisations (unless legally required to do so, or unless you ask us to).

Most of the information is held on a computer system to ensure that it is readily accessible to everyone that may need it, and to ensure it can easily be kept up to date and accurate. We use two primary systems, Online Scout Manager (OSM), and The Scout Associations member database, Compass. These systems are Secure and access is protected by a system of permissions and passwords to ensure that the data is not accessible to people who should not have access to it.

[We do not pass on any data for marketing purposes.](#)

How can a subject know what data is held?

You may see a copy of the data we hold about you, by request to the Data Protection Officer (dpo@parkscouts.org.uk), and you may ask that we correct any inaccuracies. Indeed, we positively welcome being told we have something wrong!

How long do we keep the data?

When a young person leaves the group their OSM record is amended accordingly at which point all data considered "sensitive" (including medical, ethnicity, religion data) will be erased. A short form

redacted record of membership is retained which contains just the initials of the young person. This data is used to support future census audits.

When an adult leader or helper leaves the group their central Scout Association records are updated to show completion of their role with the Group. At this point, the Group can no longer access and data for that person. The Scout Association retains the records and becomes the primary data controller.

Financial records are held for 7 years to enable the management of the Groups finances and provide audit information should it be required.

[Any breach of data security would be dealt with following the Scout organisation's data breach response plan](#)

Need to know more?

If you require any further information, please contact the Data Protection Officer at dpo@parkscouts.org.uk

Simplified Privacy Notice for Children

If you are a member of the Scout Group, we keep some information about you and your family.

This is so that:

- we can give you the best scouting that we can,
- we can make sure we take account of any special needs you might have,
- we can contact you or your family if we need to

If you are bothered about the information we are keeping, I suggest you first talk to your parents about it. You can also talk to any leader, or email us at dpo@parkscouts.org.uk and you can always ask to see a copy of the information, and check that it's correct.