

PRIVACY POLICY

This document describes the privacy policy of the 1st Bourn Scout Group.

What is this document about?

To support our work with young people, we need to collect and retain certain information about those young people and their parents or carers, as well as our leaders and helpers. The General Data Protection Regulation (GDPR) dictates how we must treat this information. One of the things it requires is that we publish a privacy notice that tells you (the person whose information we hold, or 'data subject') what information 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 1st Bourn Scout Group. You can contact us by email at committee@bournscouts.org.uk.

Why do we collect data?

The information we collect is used to make sure 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, or a parent or guardian, we collect and use your personal data in our 'legitimate interests' (meaning it helps us to provide Scouting to you in a safe and appropriate manner). According to GDPR, we do not require your explicit consent to do this because we could not provide our service without it.

If you are a leader or helper, 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 helpers, and their immediate family members. The data includes some or all of the following: name, date of birth, nationality, ethnicity, religion, disabilities, 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.

The only financial data we hold is to record subscription and event payments, and whether each individual is eligible for Gift Aid.

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 might become apparent in other ways (for example, if a family is divided by

divorce, information about one side of the divide might become apparent as a result of information provided by the other side).

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

Who has access to the data?

The data is generally accessible to the leaders of the Scout Group and certain members of our Executive Committee, and to no one else. We may share this information with the wider Scout Association, but we do not share this information with 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 make sure it is readily accessible to everyone who needs it and can easily be kept up to date and accurate. The data is protected by a system of permissions and passwords to ensure it is not accessible to people who should not have access.

How does a data subject know what data is held?

You may see a copy of the data we hold about you by request to the Data Controller at committee@bournscouts.org.uk. You may ask us to correct any inaccuracies.

How long do we keep the data?

Some key data, we will keep indefinitely. There may come a time, for example, when you wish to complain about your treatment in the Group, and we will need records to be able to support or refute your complaint. However, data that is considered 'sensitive' (including medical, ethnicity, religion data) will be erased shortly after you leave the Group.

Need to know more?

If you require any further information, please contact us at committee@bournscouts.org.uk.