

## PROTECTING YOUR PRIVACY

### *Introduction*

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe.

We know that there's a lot of information here, but we want you to be fully informed about your rights, and how the 1<sup>st</sup> Inkpen & Kintbury Scout Group uses your data.

For the sake of simplicity we may refer to the Scout Group as "we" or "us". You (or your children) may be referred to as "you" or "your". We only collect data from the parents of children under 16 years of age, never from the children themselves.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

### *Who are we?*

We are the 1<sup>st</sup> Inkpen & Kintbury Scout Group, a stand alone charity (Reg no 1036011) affiliated to, and bound by the rules of, The Scout Association.

We are entirely run by volunteers and our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. We do this by providing a programme of indoor and outdoor activities that allows young people to have fun, learn by doing and take responsibility and make choices.

### *Why do we need to hold and process data?*

The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data.

In most situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our charity and which does not materially impact your rights, freedom or interests.

If the law requires us to, we may need to collect and process your data.

In specific situations, we can only collect and process your data with your consent This applies specifically to photographs and videos.

There can be consequences if you are unable to, or later withdraw, your consent for us to collect and process personal or sensitive data for our legitimate interests.

### *When do we collect your personal data?*

We collect data in the following ways :

- When you enquire about joining our organisation.
- When you complete any forms. Examples include application forms, joining information, event attendance forms, accident report forms and gift aid forms.
- From banks statements (this may include some account information)

## What sort of personal data do we collect?

We only collect the data we need to fulfil our charitable objectives, ensure the health and safety of our members and meet the requirements of the law.

Examples of the data we collect include :

Name	Medical information
Address	Special needs
Phone	Religion
Email	Doctor surgery
Date of Birth	Criminal information
Swimming ability	Financial information
Achievement records	Bank details
Training records	References
Attendance attended	Photos and videos

## How and why do we use your personal data?

We use your data to communicate with you and to advise you of membership issues and activities we provide that you may wish to take part in. We also need to obtain some data to meet our legal requirements

The data privacy law allows this as part of our legitimate interest in understanding our members and providing our services.

We may contact you with details of events and activities necessary to carry out our charitable objectives. This may include fund raising events and activities.

If you wish to change how we use your data, you'll find details in the '**What are my rights?**' section below.

**Remember, if you choose not to share your personal data with us, or refuse certain contact permissions, there may be consequences that affect your membership.**

## How do we protect your personal data?

We know how much data security matters to all our members. With this in mind we will treat your data with the utmost care and take all appropriate and proportionate steps to protect it.

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

When data is no longer needed it will be destroyed :

- Paper records will be securely destroyed by shredding.
- Electronic records will be deleted.
- Data stored on external databases will be deleted

Data that is retained for historic, statistical or archive purposes will be anonymised so that no individual can be identified.

## Who do we share your personal data with?

We do not pass on your personal data for marketing purposes.

We may pass some data to third parties or contractors to process such as Online Scout Manager and other levels of the Scout Association. We may also pass data between Sections and make it available to Leaders and responsible adults within Scouting.

We only pass on data that is absolutely necessary for the third party to discharge their obligations. We work with them to ensure that your privacy is respected and protected at all times.

## What are your rights over your personal data?

### You have the right to request:

Access to the personal data we hold about you, free of charge in most cases.

The correction of your personal data when incorrect, out of date or incomplete.

That we do not use your personal data for direct marketing.

That we stop any consent-based processing of your personal data after you withdraw that consent.

To request a copy of any information about you that we hold at any time, and also to have that information corrected if it is inaccurate. To ask for your information, or request it be updated, please contact **your Section Leader in the first instance or contact the Group Scout Leader. A link to the email address can be found on our website at <http://kintburyscouts.co.uk/>**

If we choose not to action your request we will explain to you the reasons for our refusal.

**Remember that if you choose not to share your personal data with us, or refuse certain contact permissions, there may be consequences that may affect your membership.**

### You have the right to withdraw consent

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

### Where we rely on our legitimate interest

In cases where we are processing your personal data on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

### Direct marketing

You have the right to stop the use of your personal data for direct marketing activity. We must always comply with your request. This does not include information about activities necessary for us to meet our legitimate interests.

Note We do not use, or provide, your data for direct marketing

### Checking your identity

To protect the confidentiality of your information, we may ask you to verify your identity before proceeding with any request you make under this Privacy Notice. If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.

## Contacting the Regulator

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling [0303 123 1113](tel:03031231113).

Or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) (opens in a new window; please note we can't be responsible for the content of external websites)

