



Brighton Hill Scout Group

Data Protection & Privacy Policy

Who this is for and what does it apply to?

Data Protection regulations apply to all organisations that hold any information that identifies living people. In Scouts, Data applies to the lists of young people, adults and any other people recorded in a structured way for their future contact.

It applies to information gathered from our members and parents / guardians via both paper based and online systems for use in communications, activity planning and the flow of information through our processes. It does not apply to incidental naming of people in, for example, minutes of meetings or action lists.

This policy of the Brighton Hill Scout Group is aimed out to our members and parents (or guardians) of our young members, to let you know that we will look after your personal data and how. It explains how we use, manage and store this data plus your rights and how the law protects you. We have developed this policy to comply with General Data Protection Regulations (GDPR) in UK law, in particular the UK Data Protection Act 2018.

Our Commitment

Brighton Hill Scout Group (BHSG) is committed to fully complying with GDPR rules. This means that every person (leaders, administrators, honorary officers and executive members) involved in BHSG will observe this policy and will be trained in protecting your data.

To uphold your rights according with UK's Data Protection Act 2018, we commit to inform you about how we will process your data and ask your consent as necessary, keep your data safe and private; not to sell your data and to give you ways to update and manage your data where possible.

Formal Contact

BHSG is the Data Controller of your data. Data Protection governance is the responsibility of BHSG Executive Committee. For any enquiries or concerns - please email brightonhill@bwds.org.uk. If you are unable to, or feel that the use of email to be inappropriate, you may contact any of the BHSG's Leaders (Group, Beavers, Cubs, or Scouts) or any available members of the Executive Committee (Chair, Treasurer, Secretary) for questions, support or advice with your request.

How the law protects you and your rights

Your rights are as follows:

- **To be informed about how we process your personal data:** this Data Protection and Privacy Policy seeks to provide that information.

- **To have your personal data corrected:** BHSG requests all members (or parents / guardians of young members) to notify us of any changes to their data and we will update your information without delay.
- **To object to processing:** BHSG will comply with your request as far as possible, bearing in mind that some records are maintained for legal statutory reasons for the formal administration of the charity, for safety and for safeguarding purposes when retention of records will be required.
- **To restrict processing:** BHSG will comply with your requests, as far as possible.
- **To have your personal data erased:** BHSG will comply with your requests, as far as possible.
- **To request access:** BHSG will comply with current regulation.
- **To move, copy or transfer your personal data:** BHSG will comply with your requests, as far as possible, acknowledging that adult member records are included in [Compass](#). The transfer of young person's data in [OSM \(Online Scout Manager\)](#), paper or electronically may be possible, with your permission.

How we process your data within the law

As well as our commitment to it, your privacy is protected by law. UK's Data Protection Act 2018 provides a list of valid reasons for organisations to process the data of individuals. This is called the 'Legal Basis'. In summary, BHSG may use / process your information only if we either have a proper reason or your explicit permission.

BHSG is an unincorporated educational children's charity. The young people it serves are members. Adults in leader, trustee and supporter roles are either members, associate members or non-members. The group may also process data of helpers and benefactors, as required.

To achieve the purposes of the charity we process data for our **legitimate interests**. This includes processing for the purposes of:

- Administration of the BHSG Scouting Programme and Activities
- Governance
- Safety and safeguarding
- Fundraising and Public /Community Relations

This includes processing by holding paper and electronic records, processing with the facilities of our data processing partners and sending communications by paper and electronic means.

We process data for **legal reasons**. This includes for the purposes of:

- Maintaining safety and safeguarding records in compliance with The Scout Association's (TSA) Policy Organisation and Rules (POR)
- Maintaining accounting records as required by HMRC and the Charity Commission regulations

We process data by reason of **your consent**. This includes for the purposes of

- Providing information to you about the Scouting programme
- Necessary communications relevant to governance, administration and fundraising
- Opening and administering social media groups, such as Facebook or WhatsApp.

- Statistical reporting about inclusion through diversity data, including gender, ethnicity, religion or faith, disabilities and nationality. Members can opt out of providing this information to BHSB.

Administrative Procedures in BHSB

Training

All volunteer personnel (leaders, administrators and executives) of BHSB, whether elected or appointed, with access to personal data, will be trained in Data Protection. This will include reading this policy and attending additional relevant training provided by the BHSB, BWDS (Basingstoke West District Scouts) or TSA. Everyone with access to personal data must commit to comply fully with this policy and to raise any concerns with their line manager or the data protection lead, if there is one appointed.

Programme, Activity and Training Registration

Volunteer personnel will use appropriate and secure methods to gather information for registration. Only information that is necessary for the purpose will be requested.

Information may be gathered by paper or electronic/online forms. A data protection statement will be included in all data collection forms, stating the whole use of the data and specifically identifying any expected or known sharing or the lack of it.

Activity registration data will often form part of relevant training and safeguarding information and so will be kept for the relevant time scale.

Data use and storage

All volunteer personnel will only use the personal data held by BHSB for the achievement of the charitable purposes and not for any other reason. Personal data will only be accessed and processed as relevant to their role in BHSB.

The personal data must not be shared outside the group except in accordance with the specific conditions of this policy.

Personnel may process data on their home PC, tablet or mobile phone, providing it is secure from possible unauthorised access. PCs must be protected by firewall and internet security.

Data will only be placed on portable devices (including laptops, tablets, mobile phones, pen drives and/or backup/storage drives/cards) if the device allows passwording and encryption. When a PC is disposed of, then the data on the hard drive must be properly fully erased – not just deleted. Data must be backed up sufficiently.

Paper based files must be kept secure at home and disposed of safely (e.g. shredding). Paper files must only be transported when essential and when the data security risk has been considered and management steps put in place.

Directory

The compilation of any directory to be made available to non personnel, such as lists of members or parents' contact details, must have the approval of the Executive Committee and requires consent from everyone listed. Directories must only contain the information that is specifically consented to include. The request for consent must include information about its purpose, access to or distribution of the directory. The directory must be kept-up to date by a named person.

Special Categories of Personal Data

Data will be processed about members and adult helpers on Nationality, Ethnicity, Health / Medical information, Disability and Religious Belief to enable monitoring of inclusion. These types of data may be referred to as 'Sensitive' data throughout our policy and processes.

Information about criminal records will be processed to inform recruitment decisions but will not be kept (disclosure of all criminal convictions and cautions and the provision of an enhanced certificate from the Disclosure and Barring Service is required for all adults in relevant roles, this being in compliance with the relevant legislation about filtering and rehabilitation of offenders).

Financial information about bank accounts, payment of membership and activity fees, donations, the processing of gift aid and the maintenance of records is held as required by regulations.

How we record personal information and where

BHSG processes personal data using paper and electronic systems. BHSG works with partner data processors including The Scout Association, Online Scout Manager (OSM) & Microsoft. BHSG has determined that the partner organisations data processing on its behalf are compliant with GDPR and the UK's Data Protection Act 2018, as far as it can assess.

- The Scout Association's Compass system compliance to GDPR is explained and stated here: <https://compasssupport.scouts.org.uk/?faq=is-data-on-compass-secure>
- Online Scout Manager's compliance to GDPR is outlined here: <https://www.onlinescoutmanager.co.uk/security.html>
- Microsoft's compliance to GDPR is described here: <https://www.microsoft.com/en-gb/trust-center/privacy/gdpr-overview>

Adult personal data we hold

The personal data of adult members and helpers that we process will include your role, full name, contact details, date of birth, emergency contacts, records of service and training. Compass may also hold Sensitive information (see Special Categories section below), if you chose to provide this yourself. Records of service may include roles and activities undertaken and role reviews. Relevant records will be kept for the management of safety, safeguarding and personnel.

The personal membership profile of adult members is kept on Compass. It is your responsibility to ensure that you keep your own Compass record up to date. A full view of the information held about you may be accessed through your login to the Compass System.

If you have difficulty in accessing your membership record then you should ask your line manager for assistance. The Scout Association Information Centre (0345 300 1818) may also be able to help.

In addition to Compass, we hold adult members' attendance information together with your role, full name, contact details, date of birth, and emergency contacts in OSM.

Youth Member personal data we hold

The personal data of Youth Members will include full name, date of birth, gender identity, photo, full address, primary and emergency contacts, doctors' name & surgery, school, medical and dietary needs, parent's (or guardian's) consents, as well as joining date, investiture date, attendance records and awards. In addition, we may hold some Sensitive information (see Special Categories section above).

Parents (or guardians) can see all the above information that we hold by accessing your account through OSM's My.Scout, if available for your Youth Member's section. Otherwise, contact your section leaders for a paper or digital copy of your Young Member's data.

Photographs

Photographs are included in the ICO (Information Commissioner's Office) definition of Personal Data only if the subject is 'identifiable'. We only hold photos where we have previously gained consent. As photos are generally not filed with names (and are sometimes group photos), identification is difficult especially in the scenario of a Subject Access Request. The law is yet to be clarified in this field and so we will make best efforts to remove requested subjects in this scenario.

How & where we may share your personal data

Subject to regulations, BHSB will share your data as relevant with The Scout Association, Basingstoke West District Scouts and other scout groups to enable the provision of the Scout programme and activities including awards, training opportunities, administration and promotion. It may also be shared with 3rd party event organisers or providers (e.g. Scout Activity Centres, etc.), if necessary, as part of an event booking.

Your data would be shared either to comply with **legal requirements** when necessary or with others when we have your **consent**.

Your data would be shared with medical services to protect your **vital interests**

Your data would be shared when relevant to the good administration of the charity and security of our processes.

Your data will be processed by partner data processors including cloud-based services (see IT Systems) for the good administration of BHSB and the achievement of its charitable purposes. Personal data may be transferred outside the UK and European Economic Area (EEA) through the use of cloud computing systems. The data security compliance of these services will be considered before use and their use will be approved by the Executive Committee before use.

Safeguarding Partnership

BHSG is a member of The Scout Association and complies with its Policy, Organisation and Rules (POR). POR includes the safeguarding processes involving recruitment and safeguarding investigations. Personal information will be passed to the Scout Association for their processes in safer recruitment and safeguarding. Information will be passed to the Police when there is a relevant concern.

Consent for children

Consent for children (under 18's) to participate in activities and to receive communications will require parental / guardian consent.

Accessing your data

You along with any person who is the subject of personal data held by BHSG may make a Subject Access Request (SAR) by one of the following options:

- Using either your log-in to OSM, if available to your section, to find, update and remove any information on yourself or your child or to Compass (adult members only).
- Contacting brightonhill@bwds.org.uk stating your request
- In the case of a young person, contacting a BHSG section Leader with your request

The request will be processed in accordance with current regulation.

ICO Registration

BHSG is a charity. Charities that handle personal data only for the purposes of maintenance of its membership and donors are not required to register with the ICO or to pay the Data Protection fee.

Retention of records

BHSG is committed to:

- Only retain your personal data when it is necessary.
- Anonymise the personal data as soon as possible so it doesn't contain anything personally identifiable (for example removing names and personal data relating to a Nights Away event, but keeping the number of young people in attendance for statistical purposes at a later date).
- Delete/destroy the data when it is no longer required, even if this is before the specified retention period.

When it is necessary, your records will be retained for the good administration of BHSG, as detailed in BHSG's Data Retention Schedule available below under "Annex 1 Data Retention Schedule".

Unsubscribing from mailings

Mailings may be sent for the notification of events, administration and governance. If you do not wish to receive such mailings, providing it is not a duty of your appointment, you will be unsubscribed or

provided with a means to self-unsubscribe. All mailings will have an Unsubscribe facility or information about who to ask to be unsubscribed.

In some sections, an option is provided, through the parent / guardian's access to OSM's My.Scout to disable ALL mailings. We do not recommend this, however, as activity and event information is deemed an essential method of operating the Scouting programme.

Communication of this Policy and changes

This policy has been made available on the BHSG page of the BWDS website (<https://bwds.org.uk/groups/brighton-hill/>) and can be made available through requests to any of BHSG's Leaders or Executive Committee members.

Minor changes that do not affect members' rights or change the core basis of the processing of data will be updated to this online policy without formal notification.

Review of this policy

This Policy will be reviewed periodically as any changes in regulations or best practice occur; this will be at least every 3 years. Next review is due on: 07/06/2024

Agreement and approval

Policy drafted 01/06/2021

This Policy was agreed by the BHSG Executive Committee on 07/06/2021

Signed: Chair of Executive Committee

A handwritten signature in black ink, appearing to read 'Rob Dicks', with a stylized, cursive script.

Rob Dicks, Group Scout Leader

Date: 7th June 2021

Annex 1: Data Retention Schedule

BHSG is committed to:

- Only retain your personal data when it is necessary.
- Anonymise the personal data as soon as possible so it doesn't contain anything personally identifiable (for example removing names and personal data relating to a Nights Away event, but keeping the number of young people in attendance for statistical purposes at a later date).
- Delete/destroy the data when it is no longer required, even if this is before the specified retention period.

Your records will be retained for the good administration of BHSG, as follows:

Young people

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until young person becomes a member, asks to be removed from list, or is unable to be contacted.	Required for placing individual on a waiting list for a place
Joining	Personal and Sensitive data (special category)	2 Years after the young person leaves	Required for enquiries on membership
Events	Personal and Sensitive data (special category)	2 months after event	Required for enquiries on the event and responding to incidents
Safeguarding	N/A – See TSA Safeguarding policy	N/A – See TSA Safeguarding policy	N/A – See TSA Safeguarding policy
Incident – No medical intervention	Personal and Sensitive data	Until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Training records	Personal data	2 Years after the young person leaves	Required for any re-joins to connect them back to their training records
Attendance register	Personal data	18 months	Required to complete annual registration review Required to prove attendance for Gift Aid reclamation

HQ Youth award registrations	Personal and Sensitive data (special category including citation)	6 months after the award completion	To retain their award registrations for the duration of the eligibility period
HQ Youth award completions	Personal data and Sensitive data (special category including citation)	6 months after the award completion HQ will retain the data permanently for basic data; name, county, award, membership number, completion date	To retain their award registrations for the duration of the eligibility period Historic record of award completions

Adult volunteers

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until individual moves to joining or no longer wishes to help.	Required for initial processing.
Joining	Personal and Sensitive data (special category)	2 Years after the adult volunteer leaves	Required for enquiries on membership
Adult Information Form	Personal and Sensitive data (special category)	12 months or until approval checks and "Getting started" training is complete, whichever is shortest	Required to assist in the appointment process
Identity Checking Form	Personal data	Until ID data has been submitted to DBS/PVG and the vetting process is complete	Required to verify that the identity has been checked.
Events	Personal and Sensitive data (special category)	2 months after event	Required for enquiries on the event and responding to incidents
Safeguarding	N/A – See TSA Safeguarding policy	N/A – See TSA Safeguarding policy	N/A – See TSA Safeguarding policy

Incident – No medical intervention	Personal and Sensitive data	Until the adult volunteer is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Training records	Personal data	2 Years after the adult volunteer leaves	Required for any re-joins to connect them back to their training records

Parents

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until young person becomes a member, asks to be removed from list, or is unable to be contacted.	Required for placing individuals young person on a waiting list for a place
Joining	Personal data	2 Years after the young person leaves	Required for enquiries on membership
One off events	Personal data	2 months after event	Required for enquiries on the event and responding to incidents
Safeguarding	N/A – See TSA Safeguarding policy	N/A – See TSA Safeguarding policy	N/A – See TSA Safeguarding policy
Incident – No medical intervention	Personal data	Until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident

Donors

Data Process	Data Type	Retention	Justification
Individual Givers	Personal Data	1 Year	To keep you informed of your donation

	Gift aid declaration	6 Years after donation	HMRC Tax Audit
	Direct debit mandate	6 Years after last Direct Debit	As proof of Direct Debit Instruction (DDI) and to assist in claims against that DDI

Notes:

- Where possible, personal and sensitive (special category) data will be anonymised as soon as appropriate if to be retained for analysis or statistical purposes.
- The retention of safeguarding data is handled by The Scout Association as part of their Safeguarding policy and no data is retained locally. This is in line with The Scout Association 'Young People First', 'Yellow Card'
<https://members.scouts.org.uk/documents/supportandresources/Safeguarding/CP%20Procedures%20Final%20Elec.pdf>.
- Any incidents that have required medical intervention are reported to The Scout Association for alignment to an incident category and to manage the process.

Appendix 2

Summary of BHSG's Data Protection and Privacy policy

Brighton Hill Scout Group (BHSG) is committed to compliance with UK Data Protection regulations and best practice in how it meets its duties. All personnel are required to adhere to this Policy and to sign a declaration of compliance.

BHSG is the data controller and works with The Scout Association and others to process data.

BHSG is an unincorporated educational children's charity that runs activities for the development of young people and supports local Scout groups. Personal information of young people, adults, helpers and donors is processed.

The legal basis of this processing is for our legitimate interests, including administration of the Scouting programme, governance, safety and safeguarding, fundraising and public relations. We process data for legal reasons including maintaining safety and safeguarding records in compliance with The Scout Association's Policy Organisation and Rules and maintaining accounting records as required by authorities. We process data by reason of data subjects' consent including providing direct electronic communications, fundraising and statistical reporting about inclusion relating to ethnicity and disability.

Personal information is only used and shared internally and externally as required for the purposes of Scouting or as required by law.

Personal data is retained as required for the good administration of BHSG and as required by law. Members' data may not be completely erased from the Scout Association database for reasons of legitimate interest, including safeguarding.

Data subjects may make a Subject Access Request by contacting the Group Leader of BHSG at brightonhill@bwds.org.uk. Data Subjects have rights in accordance with the UK data protection GDPR regulations.

The complete Brighton Hill Scout Group's Data Protection and Privacy Policy is available on the BHSG page of the BWDS website (<https://bwds.org.uk/groups/brighton-hill/>) and can be made available through requests to any of BHSG's Leaders or Executive Committee members.

Appendix 3

Data Protection and Privacy Agreement

All volunteer personnel (leaders, administrators and executives) of BHSG, whether in elected or appointed roles, who can access personal data of others in Scouting are required to read the Brighton Hill Scout Group's Data Protection and Privacy Policy and confirm that they understand it and will comply with it in its entirety. In the case of any doubt they must obtain advice from their line manager, the Group's GDPR lead or the BWDS GDPR representative, prior to any further data processing about the matter in hand.

Agreement

I confirm that:

- I have read and understood BHSG Data Protection and Privacy Policy.
- I agree to comply in full with BHSG Data Protection and Privacy Policy.
- I will only access or share information that is necessary and with those who need to know.
- I will only download information if it is required.
- I will not retain personal data unless it is specifically part of my role.
- Any mobile device that I use holding personal data will be passworded and the drive encrypted.
- I will ensure that any device I have used is cleaned of data before disposal.

I accept to be notified of updates to this Policy by:

Email ☐

Name: Signed: Date:

Agreement to this Policy is to be given online.