

PRIVACY NOTICE



1. Introduction

This document describes the privacy policy of the 86th Coventry Scout Group.

2. 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, and one of the things it requires is that we publish a Privacy Notice, that describes to you (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.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

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 "86th Coventry Scout Group". We can be contacted through our website at 86thscouts.co.uk, or by email at dpo@86thscouts.co.uk.

3. How do we process your personal data?

The 13th Coventry Scout Group complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the Beavers, Cubs, Scouts and Explorers who are members, and for other members of the public who from time to time support our activities, as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, and activities running at 7th Coventry Scout Group.
- To share your contact details, where appropriate, with Caludon Scout District so they can keep you informed about news, events, and activities in the District and County in which you may be interested.

4. 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, 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 payments, and whether each individual is eligible for Gift Aid.

5. 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 transition between Sections, participation in events, and attainment of awards. This data is generated within the Group.

6. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, and activities and keep you informed about District/County events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

7. Sharing your personal data

The data is generally accessible to the leaders of the Scout Group, 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 ensure that it is readily accessible to everyone that may need it, and that it can easily be kept up to date and accurate. The data is protected by a system of permissions and passwords, to ensure that the data is not accessible to people who should not have access.

8. How long do we keep your personal data?

We keep data in accordance with the guidance set out by the Scout Association.

Specifically, we retain member/parent/supporter data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the 86th Coventry Scout Group holds about you;
- The right to request that the 86th Coventry Scout Group corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the 86th Coventry Scout Group to retain such data; The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Contact Details

To exercise all relevant rights, queries or complaints please contact us through our website at 86thscouts.co.uk, or by email at dpo@86thscouts.co.uk.

If you require any further information, please contact the Data Protection Officer at dpo@86thscouts.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.