

Definitions

Data	Any information relating to an identified or identifiable person (the “data subject”).
Scout Group / Group	A short name for the charity (registered charity number 1212785) that operates the “26 th Warrington East (2 nd Padgate)” Scout Group and its “Squirrels”, “Beavers”, “Cubs” and “Scouts” sections. You may also see us called “26 th Warrington (2 nd Padgate) Scout Group” (our old name), or “26 th Warrington East” / “Padgate Scouts” for short. We may describe ourselves as “Padgate Scouts and Guides” when working jointly with GirlGuiding UK units who meet in the same building.
The Scout Association (TSA) or The Scouts	The national organisation our group is affiliated to. The Scout Association operates as a separate charity, and via a mix of direct and indirect (through a geographic hierarchy of other associated charities) channels, together with the charity commission, act as our supervisory authority under charity legislation. TSA set the rules our group and the corresponding hierarchy (Scout district, county etc) above us must follow in their “Policy and Organisation Rules” (POR) document. They now brand themselves “The Scouts”
Parent/Guardian	In this document parent/guardian represents any adult who holds parental/guardian rights for the young person this form collects data for.
Young Person	An individual aged under 18 who is either a member of the Scout Group, trying one of its sections, seeking to join a section, or volunteering with us as Young Leader.
Member	A young person or adult volunteer who has made the Scout promise (or their section’s equivalent), and is considered part of the group and The Scouts.
Policy and Organisation Rules (POR)	The policy and rules document maintained by The Scouts that all bodies and members of the Scouts are bound by as the rules of membership. Among other things, the document outlines how groups must operate and rules around membership and activities.

Data Collection – What we collect and why

Why do we collect this information?

We use this information to communicate with you and to carry out our obligations as as Adult Volunteers. We also have a responsibility to keep information about you, both during your membership and afterwards (due to our safeguarding responsibilities and also to help us if you leave or rejoin). In addition, we may collect data for registration to events, including nights away.

The list of activities we carry out as part of Scouting that may require the use of personal data include:

- *To enable us to provide a voluntary service for the benefit of the public;*
- *To enable the Scout Group to operate, meet its obligations under charity law and conform to the rules in The Scout Association's “Policy and Organisation Rules”.*
- *To manage our volunteers*
- *To manage our membership records*
- *To manage our events records*
- *To keep you informed about what is happening at the group*
- *To update you on events and weekly meetings, and communicate with you about your child.*
- *To conduct surveys on our performance*
- *For financial accounting*
- *To fundraise for the Scout Group*
- *To process Gift Aid applications*
- *To advertise the group to the local community.*

In some cases this data will include sensitive data, known as “Special Category” (SC) data, which we ask for to allow us to provide appropriate care for members whilst under our supervision. Where we collect SC data, we only collect it if there is a strong reason to do so, either due to POR, a legal requirement, where we feel there is a duty of care reason (e.g. medical information) or a significant benefit for your child (e.g. Religion). Where we do not require this information for duty of care reasons, a legal necessity or POR compliance, we will offer an option to not supply this information without impact. If the information is required for us to operate but not able to be provided without consent, you can still choose not to consent, but this may limit some opportunities for your child to take part in specific events unless you provide the data, using consent or another legal basis, at that time (e.g. health data for a nights away experience)

How do we gather data?

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We gather data through a variety of methods, these include:

- Face-to-face or other direct communication (e.g. telephone) with our volunteers
- Our website, social media, or by email
- Waiting lists / joining enquires made directly or via the District/County/TSA HQ.
- Joiners forms
- Event registration forms.
- Other forms and letters issued on occasion for specific purposes (e.g. expression of interest letters, AGM letters etc)

The UK GDPR has reasons, known as a “lawful basis” to allow collecting data. We now have to tell you which of these we use: We believe all data we collect to fall under one of the following:

- *Consent* – This is data held by your explicit opt-in agreement. We collect special category data using consent, and you have enhanced rights when data is collected this way.
- *Contract* – This is data processed to fulfil a contract (implied or actual), or to allow us to do something for you before entering into a contract. An example of where we may use this is our fund-raising plant sales as we collect your personal data to fulfil the order you place.
- *Legal Obligation* – Used when we must collect your data for legal reasons (e.g. volunteers’ DBS checks).
- *Legitimate Interest* – We can collect data without specific consent where we can justify a reasonable need to do so. In some cases this data will be supplied by you, but in others it may be created by us (e.g. badge records), or supplied by someone else (e.g. if you are an emergency contact of a member). We will assess that this does not negatively impact you, and the data is used in a way you would reasonably expect. We use this basis for the majority of our member/volunteer data as for most data we only collect it in the interest of enabling members to take parting in Scouting, and the reasons are relatively obvious.
- *Vital Interest* – Where we collect/process data where there is an essential need that may otherwise result in death. An example of this would be personal details/contact details needed for immediate critical medical attention. We will rely on other legal bases where-ever possible instead.

Some data we collect is Special Category data. Where we collect this data we need to have an additional condition for processing it, this will always be consent unless operating under the Vital Interests basis above.

When will we delete this data?

We may keep different information for different amounts of time for different purposes as required by law, POR or local policy based on good practice.

For membership information, to make sure of continuity (for example leavers and then re-joiners) and to carry out our legal responsibilities relating to safeguarding young people, we keep some membership information throughout the membership and after it ends and may pass some data to the The Scouts who may do the same.

In the usual case, at group level, we will keep name and badge records for as long as practical to allow for records recovery if members rejoin with us or elsewhere at a later date, and for historical records, but will remove other personal information, if practical, unless it needs to be kept for legal/safeguarding/POR reasons. We will keep most data for up to 12 months after its needed (e.g. after the event, or since your child leaves our group). In some cases we have a legal requirements to keep data for significantly longer.

Who has access to this data and who do we share it with?

Only those volunteers/members who need membership information to carry out their role have access to personal information.

Badge records may be discussed with other youth members present as part of section/group meetings/events, as part of the scout programme (for example with Patrol leaders, or to help Scouts decide what activities they would like to do in a section forum).

We may share data with other local scout groups and/or the local Scout District/County where this is required to deliver the scout group’s obligations, such as stand in leaders, joint events, district events, or “moving on” planning. We may also share data within The Scout Association. We do not store credit card details, nor do we share data with other third parties without permission. Where we use Third Party IT systems those organisations have advised they have controls in place to prevent unauthorised access to data they hold on our behalf.

Where will the data be stored?

Data is securely stored as either Paper or Electronic Records. We take data security seriously, and it is managed as follows:

- *Paper Records*
 - Paper records will be stored in a locked cupboard, filing cabinet or lockable box when not in use.
 - Wherever practical records will be locked away when in transit or kept on a volunteer's person.
- *Electronic Records stored in a member system*
 - Our primary storage mechanisms for member/volunteer records. A member system is software specifically designed to track members personal data.
 - Where we use these systems, we will only use those that we believe are secure and operate in a UK GDPR compliant manner.
 - At present our main systems are listed below. We will update this document if they change. An up-to-date copy of this document can be obtained from a section team leader on request.
 - *TSA "Digital tools"* - The Scouts (TSA) systems for adult member data. TSA becomes co-data controller for any information stored in these systems, with appropriate volunteers from all levels of Scouting able to access the required subset of data stored for their role(s).
 - *Online Scout Manager (OSM)* - used by the Group for member and volunteer data – operated by a third party "Online Youth Manager Ltd", this data remains controlled by the Group and Online Youth Manager Ltd act as a data processor.
- *Other Electronic Records*
 - Any documents created for data held electronically not within member systems (e.g. Emails, or Word/Excel/PowerPoint documents, and any information stored in phones, email address books or similar)
 - If using 3rd party systems (e.g. email providers) documents will only be stored on systems which have been declared to be UK GDPR compliant.
 - Volunteers will ensure data is protected by device and/or document passwords.
 - In some cases volunteers will need to store contact details in their personal devices address books. Where contact details are stored in address books these may also be synchronised to personal cloud storage. Volunteers will ensure that a PIN, password or similar security measure is required to access any website or device holding such data. Where data is at risk of being synchronised volunteers will either disable this option, or ensure the 3rd party storage is UK GDPR compliant.

What are your rights to your Personal Data

As a Data Subject you have rights over your own data, these are:

- The right to be informed – The right to know what data we hold about you and how we use it. We do so via this notice, and our full data management file is able to be reviewed on request.
- The right of access – You have the right to obtain a copy of the data we hold about you.
- The right to rectification – We must keep the data we hold about you up-to-date. You have the right to request we correct incorrect data. To try to keep your information up-to-date we will ask you to review or resupply personal details at least annually or when you change section.
- The right to erasure – we must erase data if no longer needed, or in certain cases if you request we do so, for example if we have collected the information using consent as our legal basis and you withdraw consent (there are a number of other reasons but these are not listed for brevity).
- The right to restrict processing – in some circumstances we must suspend or cease processing your data if you object to us doing so.
- The right to data portability – in some cases where you have supplied data to us directly, if processing is carried out automatically, you have the right to request an electronic copy of the data.
- The right to object – you have the right to object to our use of your data for direct marketing. You may also object where we have collected data using the "legitimate interests" basis. If you have provided data under the "consent" basis you cannot object but instead you can withdraw consent.

In the event that you wish to contact us to exercise these rights or for any further queries on this Privacy Notice please speak to any Section Team Leader, the Group Lead Volunteer or contact PadgateScouts@gmail.com