

3rd South Shields Sea Scout Group

General Data Protection Regulations (GDPR) Policy



Forward

- All Scout groups, districts, counties and headquarters are required to comply with the General Data Protection Regulations (GDPR) from May 2018, when dealing with the personal data of our members and their parent/guardian. For the purposes of the GDPR regulations, the group will be the 'data controller' of all personal data held. The designated person for ensuring that the group is compliant with this policy is the AGSL.
- This policy explains when and where we will collect data and personal information about members, what data will be kept, and why.
- The policy will also detail how the data is kept secure, the timescale for data to be retained and your rights in relation to this data.
- The group may collect, use and store your personal data as described in this Data Protection Policy and as described when we collect that data from you.
- The principle method of storing data will be by use of on-line data base service, namely Online Scout Manager (OSM), although some paper records will be kept as detailed below.
- We reserve the right to amend this Data Protection Policy from time to time without prior notice, however the most up to date policy will be publicised on the group website (www.3rdscouts.org).

1. What information we will retain and why.

Type of information	Purposes	Legal basis of processing
Names, address, telephone numbers and email addresses	Maintaining up to date records and contact details. Contacting members and sending applicable communications.	Consent. Upon joining and at regular intervals parent/guardian will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Members parent/guardians names, addresses, telephone number and email addresses	Maintaining up to date records and contact details, including for emergency contact details. Contacting members parent/guardians and sending applicable communications.	Consent. Upon joining and at regular intervals the members a parent/guardian will be asked to provide or update this information. By completing this information you are consenting to us holding this data.

Volunteers names, addresses, telephone number and email addresses	Maintaining up to date records and contact details, including for emergency contact details. Contacting volunteers and sending applicable communications.	Consent. Upon joining and at regular intervals the volunteer will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Alternative emergency contact details	Emergency contact in the event that the primary contact person cannot be reached.	Consent. Upon joining and at regular intervals a parent/guardian, or the volunteer, will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Date of Birth	To manage membership of age appropriate sections and for Scout Association reporting.	Consent. Upon joining and at regular intervals a parent/guardian, or the volunteer, will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Gender	Scout Association reporting	Consent. Upon joining and at regular intervals a parent/guardian, or the volunteer, will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Religion	Scout Association reporting	Discretionary - members may choose not to provide this information.
GP name, address, telephone number	Emergency contact in the event that the primary and emergency contact persons cannot be reached	Consent. Upon joining and at regular intervals a parent/guardian, or the volunteer, will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Medical and Disability details	To ensure the safety and well being of all members.	Consent. Upon joining and at regular intervals a parent/guardian, or the volunteer, will be asked to provide or update this information. By completing this information you are consenting to us holding this data.

School	Scout Association reporting	Discretionary - members may choose not to provide this information
Swimming ability	To know if there are any safety risks with planned activities	Consent. Upon joining and at regular intervals a parent/guardian, or the volunteer, will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Consent for photographs, video and audio recording.	Publicity within a scouting context	Consent. Upon joining and at regular intervals a parent/guardian, or the volunteer, will be asked to provide or update this information. By completing this information you are consenting to us holding this data.
Gift Aid declaration	Tax recovery	Discretionary - members may choose not to provide this information
Other information as necessary for particular activities	Due to the varied Scouting program it may become necessary to obtain specific consent / further information.	Consent, by use of supplementary information requests.

NOTES

- Consent will be 'positive opt-in' on all forms.
- It is the parent/guardian, or the volunteers, responsibility to advise the group of any change of details or circumstances of any of the information detailed above as soon as it occurs.
- Under 18's cannot give consent and the data obtained for this age group must be provided by their parent/guardian.
- The group has a website and a Facebook page. Only authorised leaders can upload to these sites.

2. How we protect your personal data

- Electronic data will generally be retained by the use of OSM and images for the promoting Scouting will be stored in a password protected storage cloud. OSM operates the highest levels of security to protect personal data from loss, misuse or unauthorised alteration or destruction.
- OSM has it's own security and GDRP Policy available from the link on their home page.
- Access to OSM and the cloud will only be provided to leaders and group helpers following Disclosure and Baring Service clearance and appropriate training.
- The storage, processing and use of photographs shall be in accordance with the consents given on OSM and the Group Photographs, Video, and Audio Policy. Please see Appendix 1 OSM Consents and Appendix 2 Group Photographs, Video, and Audio Policy.
- If required, e.g. medical and contact information taken to camp, information may be stored in hard copy. In this event the data will be held by the Leader in Charge in a secure location and securely destroyed as soon as practicable after the event.
- Any payments made online will only use a recognised secure payment system.
- We will notify you promptly in the event of any breach of personal data.

3. Who has access to the information you provide?

- We will never sell your personal data.
- Adult volunteers within the Group have access to data relevant to their role.
- Aggregated, anonymised, data is provided to the Scout District, County, and National Scout Headquarters and Royal Navy, as required for census returns.
- With these exceptions we will not share your personal data with any third party, except where required to do so by law.

4. How long will we keep your data?

- We will hold your personal data on our systems for as long as you are a member of the scout group and for as long afterwards as is necessary to comply with our legal and constitutional obligations. We will review your data each year to establish if we are still entitled to possess it. If we decide that we are not entitled to do so, we will not use your data but will retain the data in archive form to comply with any future legal or financial obligations, e.g. compliance with tax returns in the case of Gift Aid, and the establishment exercise or defence of legal claims.
- We will securely destroy all data once we have no identified need to retain this data.

5. Your rights

You have rights under the GDPR

- To access your personal data.
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to you or to another business in certain circumstances

You can ask us at any time to see the data we that hold about your membership and you can ask for it to be corrected or updated. Data can be accessed and changed by the parent/guardian of the member or the volunteer, in the first instance via OSM. The primary point of contact is the section leader who will respond to your request as soon as practicable.

You have the right to take any complaints about how we process your personal data to the Information Commissioner.

<https://ico.org.uk/concerns>

0303 1231133

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Should you require any further information please contact the Assistant Group Scout Leader at GSL@3rdscouts.org.



Appendix 1

OSM Consents

Photographs All

I give consent for photos/videos of my child to be taken, stored and shared internally in the meeting location, local press, Scout websites and social media. I understand that if I later withdraw consent, previously published photos will not be able to be removed. (Regardless of this consent, the group/unit is not responsible for photos taken by other parties.)

Photographs All except press

I give consent for photos/videos of my child to be taken, stored and shared internally in the meeting location, Scout websites and social media. I understand that if I later withdraw consent, previously published photos will not be able to be removed. (Regardless of this consent, the group/unit is not responsible for photos taken by other parties.)

Photographs No social media or press

I give consent for photos/videos of my child to be taken, stored and shared internally in the meeting location and Scout websites. I understand that if I later withdraw consent, previously published photos may not be able to be removed. (Regardless of this consent, the group/unit is not responsible for photos taken by other parties.)

Photographs Internal only

I give consent for photos/videos of my child to be taken, stored and shared internally in the meeting location. (Regardless of this consent, the group/unit is not responsible for photos taken by other parties.)

Sensitive information

I give consent for the storage and processing of sensitive personal information, including medical details (these are required for the safety of your child). I understand these may be shared with other Scout groups/organisers if/when my child moves sections or attends external events.

NOTE:

‘Stored’ means that in line with our Group Photographs, Video, and Audio Policy, appendix 2, we use a password protected storage cloud to store images securely.

‘Meeting location’ refers to anywhere a scouting activity takes place.

3rd South Shields Sea Scout Group

Appendix 2 Photographs, Video and Audio Policy

Forward

This policy sets out to address the requirements of GDPR 2018, and the concerns about the risks to children and young people when their images are taken, stored and used.

This policy is written in line with Scout Association Guidelines, and fulfills the requirements of the Group. This policy will help to protect leaders, helpers, and members whilst allowing for content to be created to promote Scouting.

1. Why we take images.

- We take images to showcase Scouting allowing for increased engagement with our members, potential members, and donors.
- Some images will be retained as a historical record of the Group.

2. How we take, use, and manage images.

- Images for the Group will only taken by leaders and group helpers following Disclosure and Baring Service clearance and appropriate training.
- We will
 - Avoid using both the name and the photograph of a young person in a printed publication, social media or on a website.
 - Seek parental permission via OSM Consents see appendix 1.
 - Only allow photographs to be taken of suitably dressed subjects and in appropriate situations
 - Follow the Scout Association Code of Behaviour “Young People First” at all times.
- The group has a password protected storage cloud that allows us to store images securely.
- Access to the password protected storage cloud will only be provided to leaders and group helpers following Disclosure and Baring Service clearance and appropriate training.
- The password will comply with Scout Association Guidelines.
- There is a yearly ‘album’ for each section to upload images. Within this images will be stored by date and event when practicable.
- When images are taken they are uploaded to the password protected storage cloud and then deleted from the device and any personal storage as soon practicable.
- Only a few quality images of each meeting, activity or event will be uploaded and stored to the password protected storage cloud before being deleted from the device and any personal storage as soon practicable
- All images will undergo review by the Group Leadership Team. Some images will be retained and archived as a historical record of the Group and/or deleted as appropriate.

- Images may be uploaded, by designated administrators, to the Group's Facebook page. Images can then be uploaded to the password protected storage cloud before being deleted from the device and any personal storage as soon practicable.
- Images may be uploaded, by the Group's web site manager to the public pages of the Group's website.
- Images of meetings or events may be uploaded, by the Group's web site manager, to a password protected on-line gallery on the Group's website. These images may be made available to attending members/parents e.g. Thurston gallery made available to Thurston attendees/parents.

Should you require any further information please contact the Group Scout Leader at GSL@3rdscouts.org