



Black Prince
Scout Active Support Unit

Data Privacy Notice

Black Prince Scout Active Support Unit



Our Privacy and Fair Processing Notice describes the categories of personal data we process and for what purposes. We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR).

1. Who are we?

Our Scout Active Support Unit, Black Prince SASU, is part of Bexley District Scouts, a youth charity (Registered Charity No. 303506). Our mission is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society and to organise activities and events for the youth sections within Bexley District. We are incorporated by royal charter and are regulated as a member of the UK The Scout Association (Registered Charity No. 306101), see www.scouts.org.uk for more information. As part of The Scout Association we are not required to be individually registered with the UK Charity Commission.

Every year in September we hold an annual general meeting where members of the charity executive committee (our trustees), are elected.

Our Unit Executive Committee is the data controller for the information we collect from you. Any personal data that we collect will only be in relation to the work we do with our members and through our relationship with supporters, suppliers, donors and funders.

2. 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 our Scout Group's (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").

3. How we gather personal information

The majority of the personal information we hold, is provided to us directly by yourself or by parents / legal guardian in either paper form, using a third-party data processor (i.e. Online Scout Manager – OSM) and in the case of our adult members, via Compass, our online membership systems and third party reference agencies, such as the Disclosure and Barring Service (DBS).

Where a member is under the age of 18, this information will only be obtained from a parent / guardian and cannot be provided by the young person.

4. How do we process your personal data?

We comply with our 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 process the data to have the ability to contact the member, parents and guardians, to inform them of meetings, events that the SASU may be running or attending.

We use personal data for the following purposes: -

- we collect personal and medical information for the protection of that person whilst in the care of the Scout Active Support Unit at events and activities
- to administer membership records
- to fundraise and promote the interests of Scouting across Bexley District.
- to manage our volunteers
- to maintain our own accounts and records
- to inform you of news, events and activities run by Black Prince SASU

5. What is the legal basis for processing your/your child(ren)'s personal data?

We only use your personal information where that is permitted by the laws that protect your privacy rights. We only use personal information where:

- a) we need to use the information to comply with our legal obligations
- b) we need to use the information to contact you regarding meetings and events
- c) it is fair to use the personal information in your interests, where there is no disadvantage to you
- d) The processing is necessary for the persons legitimate interests or the legitimate interests of our Scout Group unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

6. How we store personal data

We are committed to the protection of your personal information.

We generally store personal information in one of two secure digital online database systems, where access to that data is restricted and controlled.

Compass: - is the online membership system of The Scout Association, this system is used for the collection and storage of Adult personal data.

Online Scout Manager is an online membership system run by Online Youth Manager Ltd, this is a secure membership database where we store the personal information of Adults and Youth members for the day to day running of the Unit's events

Printed records and Event data

Paper is still used within events to capture and retain some data for example the following: -

- ICE Health and contact records update forms.
- Print outs of medical and ICE contact details from OSM provided by section leaders.
- Events consent from parents.
- Events coordination with event organisers.
- Award notifications/nominations

In the case of **ICE Health / OSM ICE printouts** this information is securely held by the Unit and returned to section leaders at the end of the event. If the section leaders do not collect the paper forms at the end of an event, we will securely destroy them within 1 week of the event.

7. Events

As a member of Scout Groups, Explorer Units or Scout Network within Bexley District it is hoped you will take up the opportunity to attend events and camps that are organised by Black Prince SASU, where is necessary to fulfil our legal obligations we will be required to potentially have a less secure means to access personal information, such as printouts of personal contacts and medical information, (including specific event contact forms), rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event/camp.

We will ensure:

- a) Transfer of paper is secure, such as physical hand to hand transfer or registered post.
- b) Paper forms are securely destroyed after use within 1 week of the event.
- c) Secure destruction will be through a shredding machine or securely burned.
- d) Always keeping the paper records secure, especially when in transit, by using:
 - i. A lockable briefcase.
- e) If transferred to somebody, we will audit that they return them when the event is complete.

8. Sharing and transferring personal Information

We will only normally share personal information within our Scout Group leaders and executive members.

For events we may share limited personal information – name, age and Scout Group with the section leaders of all the Scout Groups participating in that event for co-ordination purposes.

We will also share your personal information with others outside our Scout Unit where we need to meet or enforce a legal obligation, this may include, Bexley District Scouts, Greater London South East Scout County (known as GLSE), The Scout Association and its insurance subsidiary “Unity”, local authority services and law enforcement, we will only share your personal information to the extent needed for those purposes.

Third party activity providers – for example a climbing wall, water activity provider or bowling alley – will require us to provide some personal information such as names, Scout Group and date of birth for all participants to meet their own requirements. Where possible we will restrict this to the limited OSM report showing name, age and Scout Group.

If you move from Black Prince Scout Active Support Unit to another Unit, we may transfer your personal information to them with your agreement.

We will never sell your personal information to any third party for the purposes of marketing.

Sometimes we may nominate a member for national award (such as Scouting, Duke of Edinburgh or Jack Petchey award) and such nominations would require we provide your contact details to that organisation.

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so. We will take steps to anonymise the data we provide (i.e. collective reporting on gender, ethnicity, age, etc.). If identifiable data is to be shared, we will seek your consent.

9. Third Party Data Processors

Black Prince SASU employs the services of the following third-party data processors: -

- The Scout Association via its adult membership system “**Compass**” which is used to record the personal information of leaders, adults and parents who have undergone a Disclosure and Barring Service (DBS) check, more information is available at <https://scouts.org.uk/privacy-policy>
- Online Youth Manager Ltd (**Online Scout Manager**) which is used to record the personal information, badge records, event and attendance records etc, we have a data processing agreement in place with online youth manager, more information is available at <https://www.onlinescoutmanager.co.uk/security.php>
- Google Forms which we use for surveys to determine popularity of possible future events or competitions and these ask for your name, group and e-mail address, more information is available at <https://policies.google.com/privacy>
- Weebly online store which we use to collect payments for merchandise and certain socials and events such as the Unit AGM, Unit barbecues and leaders’ breakfast after the Haslehurst & Pegasus Hike, more information is available at <https://education.weebly.com/uk/privacy>
- **Roundtable** are a company based in Australia who have developed our online booking system primarily for overseas events and they will securely store data in Australia. The company is run by an Australian Scout Leader who has been personally known by several members of Black Prince SASU for several years, more information is available at <https://applications.blackprincehikes.org>

10. Automated decision making

Black Prince SASU does not have any automated decision-making systems.

11. Transfers outside the UK

Black Prince SASU will not transfer your personal information outside of the UK, with the exception where an Event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations, although generally such an event will have its own data collection form which will be securely held and disposed of after the event.

12. How do we protect personal data?

We take appropriate measures to ensure that the information discussed to us is kept secure, accurate and up to date and kept only for as long as necessary for the purpose for which it is used.

13. How long do we keep your personal data?

We will retain your personal information, throughout the time you/your child(ren) are a member of Black Prince SASU or a Scout Group / Explorer Unit / Scout Network within Bexley District Scouts who attend our events.

Any paper ICE Forms or OSM ICE lists provided by section leaders at events will either be returned to them at the end of that event or securely destroyed within 1 week of the event.

We will retain limited information from OSM – name, age, Scout Group and attendance records - for a period of up to 15 years (or until the age 21) to fulfil our legal obligations for insurance and legal claims.

14. Your rights and your personal data

You have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator.

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

- **The right to be informed** – you have a right to know how your data will be used by our Scout Active Support Unit.
- **The right to access your personal data** – you can ask us to share with you the data they have about you!
- **The right to rectification** – this just means you can update your data if it's inaccurate or if something is missing. You can view and edit your personal

information directly on your own Scout Group's online membership systems, Online Scout Manager and Compass.

- **The right to erasure** – this means that you have the right to request that we delete any personal data they have about you. There are some exceptions, for example, some information can be held for legal reasons.
- **The right to restrict processing** – if you think there's something wrong with the data being held about you, or you aren't sure if we are complying to rules, you can restrict any further use of your data until the problem is resolved.
- **The right to data portability** – this means that if you ask us, we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- **The right to object** – you can object to the ways your data is being used. This should make it easier to avoid unwanted marketing communications and spam from third parties.
- **Rights in relation to automated decision making and profiling** – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input.

Please contact your child(ren)'s leader or our Unit Manager for more information.

Whether or not you exercise your new rights is up to you – the main thing to remember is that they're there if you need them.

15. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

16. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact our Data Protection Lead by email at info@blackprince.org using the subject 'GDPR'

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.

17. Updates or changes to the Privacy Policy

We reserve the right to make changes to this Privacy Policy.

18. Disclosures of data by order or a Court and Security

We reserve the right to communicate personal information as we hold to third parties who are empowered by regulation, statute or order of a court.

Reviewed: 6 July 2019