

1st Malden Scout Group Fair Processing Notice

Our 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).

Who we are

1st Malden Scout Group is a member of The Scout Association which is incorporated by Royal Charter, we are registered with the UK charity commission (charity number 303757). Every year in May / June we hold an annual general meeting where members of the charity executive are elected. Any parent of a youth member can choose to stand for election on the executive at the AGM and every parent has the right to attend the Annual General Meeting. Our HQ is in Tadworth Avenue, New Malden, KT3 6DJ.

Your rights

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. Please contact a leader or the group scout leader for more information, in the first instance. You can view and edit your personal information directly on our online membership systems Online Scout Manager (youth members) and Compass (adult leaders).

How we gather personal information

Most of the personal information we hold on you, is provided to us directly by yourself or by parents / legal guardian in either paper form or via our online membership systems. In the case of an adult member, data may also be provided by third party reference agencies, such as the disclosure and barring service (DBS). Where a member is under the age of 13, this information will only be obtained from a parent / guardian and cannot be provided by the young person, however we will accept and potentially record any personal information, such as about any ongoing medical treatment from any member no matter their age.

How we use your personal information

We collect your personal and medical information for the protection and identification of that person whilst in the care of the Scout Group.

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

Our legal basis for using your personal information

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 legitimately to contact with you, regarding meetings, events, collection of membership fees etc for the day to day running of the group.
- c) it is fair to use the personal information in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about products or services within scouting.

Sharing and transferring personal Information

We will only normally share personal information within our scout group leaders and executive members. We will however share your personal information outside 1st Malden Scout Group where we need to meet or enforce a legal obligation, this may include organisers of events and camps the member is attending, such as Royal Kingston District Scouts, Greater London South West County Scouts, Scout Adventures etc so they may fulfil any 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. We may also share a member's personal detail with The Scout Association and its insurance subsidiary "Unity", local authority services and law enforcement, along with any other insurance company 1st Malden has contracted to provide services. We will only share your personal information to the extent needed for those purposes.

If you move from 1st Malden, to another scout group or explorer unit we will transfer your personal information to them. 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 a Scouting, Jack Petchey or Duke of Edinburgh award). Such nominations would require we provide contact details to that organisation.

Third Party Data Processors

1st Malden Scout Group employs the services of the following third-party data processors:

- The Scout Association via its 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.
- Unity Insurance (The Scout Association Insurance company)
- 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>

How long we keep your personal information for

We will retain your personal information, throughout the time you are a member of 1st Malden Scout Group. We will retain your full personal information for a period of six months after you have left 1st Malden Scout Group, and in a much more limited form (just name, badge and attendance records) for a period of up to 15 years (until age 21) to fulfil our legal obligations for insurance and legal claims. We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC (which may be beyond age 21)

Automated decision making

1st Malden does not have any automated decision-making systems.

Transfers outside the UK

1st Malden 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.

Data Storage

1st Malden is 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 group.

Printed records and Event data

Paper may still be used within 1st Malden to capture and retain some data for example the following

- New joiners form.
- New joiners waiting lists.
- Gift Aid Collection forms.
- Events consent from parents.
- Events coordination with event organisers
- Award notifications/nominations

In the case of **joining forms** this information is securely held by the leader or waiting list manager, and transferred to our secure digital systems as soon as possible before the paper form is destroyed.

Gift Aid collection forms, will be securely held by the Groups Treasurer to aid in the collection of Gift Aid for membership fees and we have a legal obligation to retain this information for 7 years after our last claim.

Events

As a member of 1st Malden it is hoped you will take up the opportunity to attend events and camps. Where it 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.
- c) Secure destruction will be through a shredding machine or securely burned.
- d) Paper records are always kept secure, especially when in transit, by using a lockable brief case or a lockable filing cabinet if long term stored.
- e) If transferred to somebody, we will audit that they return them when the event is complete.

Awards

Sometimes we may nominate a member for national award, (such as a Jack Petchey award). Such nominations would require we provide contact details to the awarding organisation, this is most often done via email.

Photography

The law on image use and GDPR needs further clarification, the position at 1st Malden is as follows:

Photographs / images (which can be classed as personal information) of yourself or your son/daughter may be taken during activities and be used within a Scouting context and in particular publicity material for example Scouting publications and the media. Images may be published to official Scout websites and scouting affiliated social media and our public display boards in the HQ but will never identify individuals (in line with Scout Association guidelines). We cannot ask for explicit consent "Yes/No", as consent presumes that it can be revoked, as is your right to do so under the GDPR regulations. If we publish a photograph or image in any public forum, we no longer have control over that photograph, as it can be downloaded, screenshotted, re-photographed and shared by others, stored in systems not related or controlled by 1st Malden Scout Group. Under GDPR consent is invalid if people cannot easily withdraw consent, which would be the case with publishing to any publicly accessible system, therefore if you do not wish your son/daughter to appear in these then please confirm, in writing, to the Group Scout Leader, and we will not publish any photographs of you or your child on a public forum such as social media from that point forward, we will be unable to confirm full removal of images and photographs from the historical record online or otherwise stored.

Please note that the group cannot control or stop images being taken by other individuals, parents or organisations not connected with the 1st Malden Scout Group leadership team.

1st Malden will store an image of you or your child on the Online Scout Manager (OSM) membership database for the purposes of identification, alongside and linked to the personal information, access to this image is limited to the leaders and authorised users of OSM as is the rest of the personal information.

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