



Data Privacy Notice

Our Data Privacy Notice describes the categories of personal data we process and for what purposes. We are committed to collecting and using this data fairly and within the requirements of the General Data Protection Regulations (GDPR).

Who We Are

1st Buxted (O'Brien's Own) Scout Group is a registered member of The Scout Association and a registered UK Charity No. 305838.

1st Buxted (O'Brien's Own) Scout Group includes all those associated with Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Young Leaders, leaders, helpers, Executive Committee members and the parents/carers of all young people.

Every year we hold an Annual General Meeting (AGM) where members of the Group's Executive Committee are elected. Any parent/carer of a youth member can choose to stand for election to the Executive Committee at the AGM, and every parent/carer has the right to attend the AGM. You can email the Group Scout Leader at gsl@buxtedscouts.co.uk for details.

The adult leaders and Executive Committee of the Scout Group are collectively identified as The Data Controller for the information that we collect from you. This is because they are all responsible for collecting and updating your personal information on OSM. Personal data that we collect will only be used in relation to the day-to-day running of the scout group and our other legal obligations.

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").

Your Rights

You have the right to object to how we process your personal information. You also have the right to access, correct, delete, and restrict the personal information we use. You also have the right to complain to the data protection regulator. Please contact the Group Scout Leader at gsl@buxtedscouts.co.uk for more information, in the first instance.

You can view and edit the personal information we hold for you directly on Online Scout Manager and Compass (for adult Scout Association members only).

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 County

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- *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
- *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

How We Gather Personal Information

Most of the personal data we hold about adults and young people is provided to us directly by adults or by parent/carers in digital form, either via email or via our online membership systems. Third party reference agencies, such as the Disclosure and Barring Service (DBS) may also provide data to us.

Where a member is under the age of 18, information is obtained only from a parent/carer, however we will accept and potentially record any personal information, such as ongoing medical treatment from any member regardless of their age.

How we use your personal information

We collect your personal and medical information for the protection and identification of that person while in the care of the Scout Group. The collection of a person's ethnicity and religious information is carried out to help the Scout Association in understanding the makeup of the membership, monitoring progress against its inclusivity objective, and prioritising development work both nationally and locally. It will also identify and help Leaders meet any specific needs of individuals.

We also collect the data so we can contact the member or parents/carers to inform them of meetings and events that the Scout Group may be running or attending.

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.



Our Legal Basis for Using Your Personal Information

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

- We need to use the information to comply with our legal obligations
- We need to use the information legitimately to contact you regarding meetings, events, membership fees and other items for the day to day running of the group
- 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

In most cases we only share personal information within our Scout Group with leaders and Executive Committee members. However, we will share your personal information with others where we (or an affiliate processing your data on our behalf) receive a request by law, obligation, regulation, or legal proceedings. People we share data with may include organisers of events and camps that the member is attending, such as Ashdown District Scouts and East Sussex County Scouts, so that they may fulfil their legal obligations. Generally, these events will have their own compliant data collection process.

We may also share personal details with The Scout Association and its insurance subsidiary "Unity".

We would also share details in response to a valid, legally compliant request by a relevant public authority or law enforcement agency. We would also share details during an emergency when we believe physical safety is at risk and where not sharing them would cause harm or distress. In all cases, we will only share personal information to the extent needed for those purposes. If you move from 1st Buxted (O'Brien's Own) Scout Group 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 marketing.

Sometimes we may nominate a member for a national award (such as a Scouting or Duke of Edinburgh award). Such nominations would require that we provide contact details to that third party's data processors.

Third Party Data Processors

1st Buxted (O'Brien's Own) 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/carers 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 personal information, badge records, and event and attendance records. We have a data processing agreement in place with Online Youth Manager, and this information is available at <https://www.onlinescoutmanager.co.uk/security.php>

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- **GoCardless** is an online payment provider used by Online Scout Manager to process online payments for subs, camps, and event fees
- **PayPal** is a payment provider used for payments via our online shop

Automated Decision Making

1st Buxted (O'Brien's Own) Scout Group does not have any automated decision-making systems.

How Long We Keep Your Personal Information For

We will retain your personal information throughout the time that you are a member of 1st Buxted (O'Brien's Own) Scout Group. We will retain your full personal information for a period of up to six months after you have left the Scout Group, and in a much more limited form (name, date of birth, shortened address, badge and attendance records) to fulfil our legal obligations for insurance and legal claims.

We will also keep any Gift Aid Claim information for the statutory seven years as required by HMRC.

Transfers Outside The UK

1st Buxted (O'Brien's Own) Scout Group will not transfer your personal information outside of the UK unless an event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations. Generally, such an event will have its own compliant data collection process.

Data Storage

1st Buxted (O'Brien's Own) Scout Group is committed to the protection of your personal information. We generally store personal information in secure digital online file hosting services, where access to that data is restricted and controlled. The following systems and file hosting solutions are used:

- **Compass** is the online membership system of The Scout Association for the storage and maintenance of personal data
- **Online Scout Manager** is an online membership system run by Online Youth Manager Ltd. It 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.
- **GoCardless** is an online payment provider used by Online Scout Manager. It is a secure database that records the name of the Scout, the name of the person paying the subs, camp or event fees and the amount. The data is accessed with a username and password
- **Microsoft 365** is a suite of cloud apps that allows the storage, collaboration and sharing of documents. We use OneDrive and Teams to store the Group's documents and these apps are all accessed using a secure username and password. Accounts in Microsoft 365 are reviewed regularly to ensure only the correct users have access
- **Google Drive** is a file storage and synchronization service that allows users to store files in the cloud, synchronize files across devices, and share files



Photography

The law on image use and GDPR provides multiple challenges for any organisation that uses images in social media and other online situations. 1st Buxted (O'Brien's Own) Scout Group's position is as follows.

Photographs/images of an adult or young person can be classed as personal information. These can be taken during Scouting activities and used within a Scouting context as publicity material in Scouting publications and media. Images may be used on the official Scout Group website and social media channels but will never identify individuals in line with Scout Association guidelines.

We cannot ask for explicit consent (Yes/No) as consent presumes that revocation is possible, as is your right under GDPR. If we publish a photograph or image in any public forum, we no longer have control over that photograph. It could be downloaded, captured in a screenshot, re-photographed and shared by others, or stored in systems not related to or controlled by the 1st Buxted (O'Brien's Own) Scout Group.

Under GDPR consent is not valid if it cannot easily be withdrawn. This is the case with publishing to any publicly available system such as the Group website. Therefore, if you do not want images of your young person to appear on these public channels, please confirm via the Photography Consent settings in Online Scout Manager. Details on how to do this will be sent to you when you join the group or when you move between sections. We will respect these consent settings from that point forward, however we cannot confirm full removal of images and photographs from the historical record online.

The group cannot control or prevent images being taken by other individuals, parents/carers or organisations not connected with the 1st Buxted (O'Brien's Own) Scout Group.

1st Buxted (O'Brien's Own) Scout Group may store an image of you or your child on the Online Scout Manager (OSM) membership database for identification, linked to your personal information. Access to this image is limited to the Leaders and authorised users of OSM, as is the rest of the personal data.

Contact Details

To exercise all relevant rights, queries, or complaints please in the first instance contact the Group Scout Leader by email on gsl@buxtedscouts.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.