

## 1<sup>st</sup> Mendlesham and Primates GDPR/privacy policy

### Definitions

We/us – 1<sup>st</sup> Mendlesham Scouts and Primates Explorer Scout Unit (ESU)

You – The individual concerned

### Who are we?

Our Scout Group, 1<sup>st</sup> Mendlesham and Primates ESU, is a youth charity. Our mission is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. We are incorporated by royal charter and are regulated as a member of the UK The Scout Association, (see [www.scouts.org.uk](http://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.

### How do we obtain your personal data?

All the personal data we process is provided to us directly by you or your parent/guardian.

Under the General Data Protection Regulation (GDPR), we use your consent as the lawful basis we rely on for processing this information. You may withdraw your consent at any time. You can do this by contacting your section leader or the data protection officer via email: [mendleshamscoutsgdpr@outlook.com](mailto:mendleshamscoutsgdpr@outlook.com)

### How do we process your personal data?

The personal information we hold, is provided to us directly by you or your parents/guardian.

We process the data to have the ability to contact you, your parents or guardians, to inform you of meetings, events, etc that the group 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 Group
- To administer membership records
- To fundraise and promote the interests of the Scout Group
- To manage our volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events and activities and services running at 1<sup>st</sup> Mendlesham and Primates ESU.

## How we store personal data

We are committed to the protection of your personal information.

We 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 (OSM): - 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. You can find OSM's data policy at: <https://www.onlinescoutmanager.co.uk/security.html>

## Printed records and Event data

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

- New joiner form
- Health and contact records update forms
- Gift Aid Collection forms
- Event consent from parents/guardians.
- Events coordination with event organisers.
- Award notifications/nominations

In the case of Joining forms, Health and contact update forms, this information is securely held by the leader and transferred to our secure digital systems as soon as possible, before after which the paper form is destroyed.

## Sharing and transferring personal data

We normally only share personal information with our leaders, group executive members and our third-party data processors. However, occasionally we will share your data with other Leaders within the Section/Group or with the District Commissioner.

## Third Party Data Processors:

1<sup>st</sup> Mendlesham and Primates ESU employ 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.
- Online Youth Manager Ltd (Online Scout Manager/OSM) 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.html>
- Google/gmail which some of our leaders use for email service. Any information emailed may be transferred to overseas servers.  
<https://cloud.google.com/privacy/gdpr>
- Microsoft/outlook/Hotmail which some of our leaders use for email service. Any information emailed may be transferred to overseas servers.  
<https://docs.microsoft.com/en-us/compliance/regulatory/gdpr>
- Whatsapp many members in the group feel it is easiest to keep up to date regarding events via Whatsapp, if you choose to be part of this your name and phone number will be shared with other parents/guardians in the group. Any data transferred through Whatsapp may be transferred to overseas servers. You can find Whatsapp’s data policy at <https://www.whatsapp.com/legal/updates/privacy-policy-eea/?lang=en>

## 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 1<sup>st</sup> Mendlesham and Primates ESU.

We will retain your full personal information for a period of one year after you have left 1<sup>st</sup> Mendlesham and Primates ESU and limited information (just name, badge 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.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC (which may be beyond age 21)

## 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, and 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 Group.

- The right to access your personal data – you can ask us to share with you the data we have about you.
- The right to rectification – you can update your data if it's inaccurate or if something is missing. In the future you may be able to view and edit your personal information directly on our 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 we hold about you. There are some exceptions, for example, some information must 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 with the rules, you can restrict any further use of your data until the problem is resolved.
- The right to data portability - 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 do I make a complaint?

If you have any concerns about our use of your personal information, you can make a complaint to our data protection officer at [mendleshamscoutsgdpr@outlook.com](mailto:mendleshamscoutsgdpr@outlook.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Any questions about this please don't hesitate to contact me

Fraser Burnett GDPR Officer/Member of 1st Mendlesham Group Executive

Email: [mendleshamscoutsgdpr@outlook.com](mailto:mendleshamscoutsgdpr@outlook.com)