



PRIVACY STATEMENT & DATA PRIVACY NOTICE / POLICY

PRIVACY STATEMENT

What is this privacy statement?	This Privacy Statement sets out what we do with Personal Data and what you can expect from 3rd Altrincham (Grammar School) Scout Group as part of our obligations when processing this Personal Data. Additional information about our general data privacy position can be found towards the bottom of this document as set out in our Data Privacy Notice / Policy.
What data is being gathered and why is this information being collected?	<p>We may collect the following personal information:</p> <ul style="list-style-type: none">• Personal contact details such as name, title, address, telephone numbers and personal email address - so that we can contact you.• Date of birth - so that we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting.• Gender – so that we can address individuals correctly and accommodate for any specific needs.• Emergency contact information - so that we are able to contact someone in the event of an emergency.• Government identification numbers e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks.• Bank account details, payroll information and tax status information - so that we are able to collect gift aid from HMRC where donations are made and make payments for expenses associated with the running of the Group.• Training records - so that members can track their progression through the Scout programme or adult training scheme.• Race or ethnic origin - so that we can make suitable arrangements based on members cultural needs.• Health records - so that we can make suitable arrangements based on members medical needs.• Criminal records checks - to ensure Scouting is a safe space for young people and adults.

	<ul style="list-style-type: none"> • Gift aid declarations – to enable 3rd Altrincham Scout Group to recover Gift Aid from HMRC. • Photos – for identification purposes, held on Online Scout Manager. • Consent information – to ensure we have consent to undertake tasks such as take photos, share contact details or apply medicines.
Where will the data be stored and what protection is in place to keep it secure?	<p>This data is securely stored via the following means:</p> <ul style="list-style-type: none"> • Via Online Scout Manager, the online membership system we use as a Group. • Via Google Workspace, which we use for email communication and online data storage, in a secure system. • Via The Scout Association's online membership system (formerly Compass), which is the system used for the collection and storage of adult volunteer personal data. • As paper records for the purposes of gift aid declarations (albeit default is now electronic) which are kept securely at the home of the Subs and Membership Officer. • As paper records for the purposes of camping trips and activities which require information about a young person to be easily accessible for the duration of the camp or activity. These records are destroyed following the camp or activity. • Via spreadsheet (MS Excel or similar) for the purposes of tracking subs payments and gift aid submissions, which are held by the Subs and Membership Officer on a password protected/encrypted computer. • Photos on our Facebook webpage (where consent has been provided), which is password protected. <p>Please refer to our Data Privacy Notice / Policy for full details.</p>
Who will have access to this data?	<p>The following members of 3rd Altrincham (Grammar School) Scout Group may have access to this data:</p> <ul style="list-style-type: none"> • Trustees of the Group • Group Lead Volunteer • The Lead Volunteers, Section Team Leaders and Team Members. • The Subs and Memberships Officer <p>As a Group, we also use third party systems and processors. They include:</p> <ul style="list-style-type: none"> • The Scout Association • Online Scout Manager • Google Workspace • Microsoft Office (excel, word etc) <p>If you submit information to us via our website's contact form, then this information is processed by wix.com. Their privacy statement is here: https://www.wix.com/about/privacy</p> <p>Further details are provided in our Data Privacy Notice / Policy.</p>
When will this	Please refer to our Data Retention Policy for details.

data be destroyed?	
Link to your overall Data Protection Policy / Privacy Statement	For more information about how we manage your personal data, please see our Data Privacy Notice / Policy.

DATA PRIVACY NOTICE / POLICY

What is this privacy notice/policy?	<p>This Data Privacy Notice/Policy describes the categories of personal data 3rd Altrincham (Grammar School) Scout Group process and for what purposes. 3rd Altrincham (Grammar School) Scout Group are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses the GDPR.</p> <p>This Privacy Notice/Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with 3rd Altrincham (Grammar School) Scout Group.</p>
Who we are	<p>3rd Altrincham (Grammar School) Scout Group are a registered charity with the Charity Commission for England & Wales; charity number 1027715.</p> <p>The Data Controller for 3rd Altrincham (Grammar School) Scout Group is the Trustee Board who are appointed at an Annual General Meeting and are Charity Trustees.</p> <p>The Trustees are contactable via group@3rdaltrinchamscouts.co.uk.</p> <p>From this point on 3rd Altrincham (Grammar School) Scout Group will be referred to as “we”.</p>
The data we may process	<p>The majority of the personal information we hold, is provided to us directly by you or by the parents or legal guardians of youth members verbally or in paper form, digital form or via online membership systems such as Online Scout Manager or via The Scout Association Membership System.</p> <p>The privacy and security notice for these systems can be found here: https://www.onlinescoutmanager.co.uk/security.html and</p>

	<p>https://www.scouts.org.uk/about-us/policy/data-protection-policy/.</p> <p>In the case of adult members and volunteers, data may also be provided by third parties, such as the England & Wales - Disclosure and Barring Service (DBS).</p> <p>Where a member is under the age of 18, this information will only be obtained from a parent or guardian and cannot be provided by the young person.</p> <p>We may collect the following personal information:</p> <ul style="list-style-type: none"> • Personal contact details such as name, title, address, telephone numbers and personal email address - so that we can contact you. • Date of birth - so that we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting. • Gender – so that we can address individuals correctly and accommodate for any specific needs. • Emergency contact information - so that we are able to contact someone in the event of an emergency. • Government identification numbers e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks. • Bank account details, payroll information and tax status information - so that we are able to collect gift aid from HMRC where donations are made and make payments for expenses associated with the running of the Group. • Training records - so that members can track their progression through the Scout programme or adult training scheme. • Race or ethnic origin - so that we can make suitable arrangements based on members cultural needs. • Health records - so that we can make suitable arrangements based on members medical needs. • Criminal records checks - to ensure Scouting is a safe space for young people and adults. • Gift aid declarations – to enable 3rd Altrincham Scout Group to recover Gift Aid from HMRC. • Photos – for identification purposes, held on Online Scout Manager. • Consent information – to ensure we have consent to undertake tasks such as take photos, share contact details or apply medicines.
The lawful basis we process your data by	<p>We comply with our obligations under the GDPR and DPA 2018 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.</p> <p>In most cases the lawful basis for processing will be through the performance of a contract for personal data of our adult volunteers and legitimate interest for personal data of our youth members. Sensitive (special category) data for both adult volunteers and our youth members will mostly align to the lawful basis of legitimate activities of an association. Explicit consent is requested</p>

	<p>from parents/guardians to take photographs of our members, where such photographs place the data subject as the focal point of the shot. On occasion we may use legitimate interest to process photographs where it is not practical to gather and maintain consent such as large-scale events. On such occasions we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.</p> <p>We use personal data for the following purposes:</p> <ul style="list-style-type: none"> • to provide information about Scout meetings, activities, training courses and events to our members and other volunteers in 3rd Altrincham (Grammar School) Scout Group. • to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution • to administer membership records • to fundraise and promote the interests of Scouting • to manage our volunteers • to maintain our own accounts and records (including the processing of gift aid applications) • to inform you of news, events, activities and services being run or attended by 3rd Altrincham (Grammar School) Scout Group. • to ensure and evidence your suitability if volunteering for a role in Scouting • to contact your next of kin in the event of an emergency • to ensure you have and maintain the correct qualifications and skills. <p>We use personal sensitive (special) data for the following purposes:</p> <ul style="list-style-type: none"> • for the protection of a person's health and safety whilst in the care of 3rd Altrincham (Grammar School) Scout Group. • to respect a person's religious beliefs with regards to activities, food and holidays • for equal opportunity monitoring and reporting.
Our retention periods	<p>We will keep certain types of information for different periods of time in line with our Data Retention policy.</p> <p>The Scout Association's Data Protection Policy can be found here and the Data Privacy Notice here.</p>
Joint control of membership data	<p>The Scout Association and 3rd Altrincham (Grammar School) Scout Group process the data of members, parents/guardians of youth members, volunteers on our membership databases. Volunteer data is processed between the local Scout Groups and The Scout Association.</p> <p>Information The Scout Association and 3rd Altrincham (Grammar School) Scout Group hold about volunteers may include the following, members, parents/guardians of youth members data is only held by 3rd Altrincham (Grammar School) Scout Group.</p> <ul style="list-style-type: none"> • name and contact details • length and periods of membership and volunteer service (and absence from membership and service) • details of training you receive • details of any youth badges and awards • details of your experience, qualifications, occupation, skills and any

	<div>Scout Member roles definition</div> <div>The definition of Scout Member roles on the membership databases</div> <div>The Scout Association</div>
	<p>For further details on this joint arrangement please visit here: https://scouts.org.uk/about-us/policy/data-protection-policy-for-early-years-pilots/</p>
Sharing your information	<p>Young people and other data subjects We will normally only share personal information with adult volunteers holding an appointment in the 3rd Altrincham (Grammar School) Scout Group.</p> <p>Adult volunteers We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for 3rd Altrincham (Grammar School) Scout Group as well as with The Scout Association Headquarters as independent data controllers.</p> <p>All data subjects We will however share your personal information with others outside of 3rd Altrincham (Grammar School) Scout Group where we need meet a legal obligation. This may include The Scout Association and its insurance subsidiary (Unity Insurance Services), local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.</p> <p>We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so.</p> <p>We will never sell your personal information to any third party.</p> <p>Sometimes we may nominate a member for national awards, (such as Scouting awards or Duke of Edinburgh awards) such nominations may require us to provide contact details and award nomination details, such as citations to that organisation. We may also share data on award nominees for National Honours Awards, including the same data as above.</p> <p>Where personal data is shared with third parties, we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the GDPR and DPA 2018.</p>
How we store your personal data	<p>We generally store personal information in the following ways:</p> <p>The Scout Association – we use their online membership system for the collection and storage of adult volunteer personal data. See privacy statement: https://www.scouts.org.uk/por/2-key-policies/22-privacy-and-data-protection-policy/</p> <p>Online Scout Manager - is the online membership system of Online Youth Manager, this system is used for the collection and storage of youth member personal data. See privacy statement: https://www.onlinescoutmanager.co.uk/security.html.</p>

	<p>Google Workspace – is the online system we use for email communications for 3rd Altrincham (Grammar School) Scout Group (when not using Online Scout Manager). We also use this system for the purposes of storing Group records (e.g programmes, consent forms, archive files, financial records) and photographs via Google Drive. A copy of the relevant data privacy policy is here: https://policies.google.com/privacy?hl=en-GB</p> <p>Local spreadsheets/databases - In addition, adult volunteers may hold some personal data on local spreadsheets/databases. For example, via spreadsheet (MS Excel or similar) for the purposes of tracking subs payments and gift aid submissions, which are held by the Subs and Membership Officer on a password protected/encrypted computer.</p> <p>Paper records - Printed records and data held while attending events - paper is sometimes used to capture and retain some data for example:</p> <ul style="list-style-type: none"> • Gift Aid administration • Event registration • Health and contact records forms (for events) • Events coordination with event organisers <p>Paper records for events are used 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.</p> <p>If you submit information to us via our website's contact form, then this information is processed by wix.com. Their privacy statement is here: https://www.wix.com/about/privacy</p>
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.
How we provide this privacy notice	This privacy notice is available to view on our website: 3rdaltrinchamscouts.co.uk
Your rights	<p>As a Data Subject, 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 Information Commissioner's Office (www.ico.org.uk).</p> <p>Unless subject to an exemption under the GDPR and DPA 2018, you have the following rights with respect to your personal data:</p> <ul style="list-style-type: none"> • The right to be informed – you have a right to know how your data will be used by us.

	<ul style="list-style-type: none"> • The right to access your personal data – you can ask us to share with you the data we have about you. This is a Data Subject Access Request. • The right to rectification – this just means you can update your data if it's inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association's Compass membership system. • The right to erasure – this means that you have the right to request that we delete any personal data we have about you. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons. • The right to restrict processing – if you think that we are not processing your data in line with this privacy notice then you have the right to restrict any further use of that data until the issue 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. • 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, it's highly unlikely that this will be used by us.
Website Cookies	<p>Our website is hosted by wix.com, which include a series of essential cookies. Information on which cookies wix.com use is provided in our Cookie Policy.</p> <p>More information on cookies is available at: https://allaboutcookies.org/</p> <p>Forms related cookies</p> <p>Our website includes a form which you can fill in to contact the group. Cookies may be set to remember your user details for future correspondence.</p>
Who to contact	If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us by group@3rdaltrinchamscouts.co.uk .
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