



259th Sheffield Scout Group

GDPR Policy

What information do we collect?

The personal data we collect includes:

Names, addresses, date of birth, contact details (email addresses, phone numbers)

We collect this data when a Young Person or Adult Volunteer registers with the Group (e.g. adding their name to the waiting list, becoming a member, becoming a volunteer).

Data may be collected via paper forms and online. We collect sensitive personal data (e.g. medical details, additional needs, etc.) for the purpose of making Scouting accessible to all our members and ensuring that all members and volunteers can participate in our activities safely.

How do we use personal information?

We may collect and maintain records of personal information for the following purposes:

- registering members and adult volunteers with the Group
- maintaining financial records of payments made to the Group
- gathering consent for members/volunteers attending events
- providing data required by external third party event organisers
- passing on Young People's data when they move to a different Section or Group
- maintaining up-to-date medical information and preference information (e.g. dietary requirements) to ensure that all members can participate in activities safely and in a way that respects their beliefs
- maintaining records of Young People's achievements (e.g. participation in badge requirements)

- maintaining records of emergency contact details for all members and volunteers

What legal basis do we have for processing your personal data?

Consent: members and volunteers have given their consent for us to process their personal data for the above purposes

Any individuals whose personal data we store and/or process can withdraw their consent at any time either verbally or in writing (see “Your rights in relation to personal data” below). In the event that an individual withdraws their consent, the Group has a policy in place to ensure that all personal data relating to that individual is erased.

When do we share personal data?

The Group will treat personal data confidentially. We may share personal data in the following circumstances:

- transferring Young People’s data to other Scout Groups in the event that a Young Person moves to another group
- sharing data with third-party event coordinators who require personal data in order for members to be able to attend/participate in events

If data is to be transferred within the Scout Association, it will be shared securely. The receiving Scout Group will have their own personal data policy in place regarding the storage, processing and deletion of personal data.

If data is to be shared with third-party event coordinators, Young People (or their parents or guardians) will be asked to complete a form with the relevant data. This will be shared with the third-party event coordinator, who will have their own personal data policy in place regarding the storage, processing and deletion of personal data.

Where do we store and process personal data?

The Group policy is to store personal data in a secure location accessible only to those responsible for maintaining and processing the data. Personal data is protected in the event of theft or accidental loss.

How long do we keep your personal data for?

Young People’s personal data is retained for the length of time that the Young Person is a member of the Group. This personal data is retained for up to 12 months

after the Young Person leaves the group; this allows us to transfer the Young Person's data to another Scout Group if the Young Person joins another group during this time.

Adult volunteers' personal data is retained for the length of time that the Adult Volunteer is a member of the Group. This personal data is retained for up to 12 months after the Adult Volunteer leaves the group. Adult Volunteers' personal data may be retained indefinitely by the Scout Association for safeguarding purposes.

Once the relevant time has elapsed, the personal data relating to the Young Person/Adult Volunteer is deleted, and any paper records with their personal data are destroyed. Their data is deleted from all electronic records the Group maintains.

Your rights in relation to personal data

Under the GDPR, the Group will respect the right of data subjects to access and control their personal data. Data subjects have the following rights:

- Access to personal information
 - Data subjects have the right to find out whether the Group is using or storing their personal data, what personal data is held, and how it is used.
 - Data subjects can make a subject access request either verbally or in writing, after which the Group will have one month to respond to the request.
- Correction
 - Data subjects have the right to notify the Group if they believe that the personal data we hold is incorrect.
 - Data subjects can request a correction either verbally or in writing by stating what they believe is incorrect and what it should be corrected to.
- Deletion
 - Data subjects have the right to notify the Group if they believe that the personal data we hold should be deleted on the basis that it is incorrect.
 - Data subjects can request a deletion either verbally or in writing by stating what they believe is incorrect and requesting that this item be deleted.
 - It is important to note that without certain personal data, a Young Person or Adult Volunteer will not be able to remain a member of the Group. Requesting deletion of this data (e.g. name, date of birth, contact details) will result in the member being removed from the Group.

- Withdrawal of consent
 - Data subjects have the right to withdraw their consent to the processing and storage of their personal data.
 - Data subjects can withdraw their consent verbally or in writing by notifying the Group – ideally a Section Leader or the Group Scout Leader.
 - The Group then has one month to respond to the request. We may ask for additional information or proof of identification to ensure that the person making the request is the data subject. If it is not possible to resolve the request within one month, the Group will notify the data subject of this as soon as possible.
 - It is important to note that withdrawing consent to process and store personal data will mean that the relevant Young Person or Adult Volunteer will not be able to remain a member of the Group. If the Group cannot process and store certain personal data (e.g. name, date of birth, contact details), the member will be removed from the Group.
- Data portability
 - Data subjects have the right to receive the personal data they have provided to us, in a structured, commonly used format.
- Restriction of processing and objection
 - Data subjects have the right to request the restriction or suppression of their personal data.
 - Data subjects can request restriction or suppression either verbally or in writing; the Group then has one month to respond to the request.
 - This allows data subjects to limit the way the Group uses their personal data.
 - It is important to note that restricting how the Group can process certain personal data may mean that the Young Person or Adult Volunteer cannot remain a member of the Group, or may not be able to participate in all activities. For example, if we are unable to share a Young Person's personal data with a third-party activity provider, the Young Person may not be able to participate in this activity. In some cases, restriction may mean that the relevant Young Person or Adult Volunteer can no longer be a member of the Group.
- Lodging a complaint
 - Data subjects have the right to lodge a complaint with a supervisory authority if they believe that the processing of their personal data infringes the General Data Protection Regulation (GDPR).
 - The relevant supervisory authority in the UK is the Information Commissioner's Office.

How to contact us

You can contact the Group to discuss any questions or concerns about our privacy practices or your personal information by speaking to Section Leaders, the GSL or a member of the Executive Committee. The Group's GDPR policy was reviewed by the Trustee Board on 16th April 2024.

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