

# Barlaston & Tittensor Scout Group.

## GDPR (General Data Protection Regulation)

### What is GDPR and why do we need it?

As technology develops and our private data is being used and shared in countless new ways, people are understandably becoming increasingly worried about security.

There are two key reasons why GDPR was introduced – to bring the then 28 EU member states under one common regulation, and to update regulations to reflect our new digital age.

Different countries in the EU followed different rules and regulations when it came to data sharing and privacy, which got quite confusing when data was being shared between people and companies in different countries. GDPR is now enforced across the now 27 EU member states plus the UK, meaning everyone is generally following the same rules!

In the UK, companies and charities were following the 1998 Data Protection Act to ensure the safety of people's data. But technology and data sharing have developed a lot since 1998. This meant that these current regulations may not have been entirely suitable for the needs of consumers and the types of technology we're seeing today. GDPR has replaced the Data Protection Act to better protect our data from breaches and hacks.

### What data does it protect?

When people talk about technology and digital developments, there's always a focus on data. But what data do they mean? GDPR aims to protect any personal data a company holds about you – including your name, address, email address, images, social networking accounts, IP address or medical history.

It will also cover more sensitive data such as your sexual orientation, your genetics, your political views or any trade union memberships.

### How does it affect UK businesses and charities?

Essentially, GDPR affects everyone in all 27 EU member states plus the UK from businesses and charities big and small, to customers and consumers.

The biggest changes under GDPR affect businesses rather than consumers – since they're the ones who will have to adjust the way they handle data to align with the new legislation.

There are hefty penalties for those who don't comply, including very large fines. Any data breach also needs to be reported to the relevant authorities within 72 hours, and if there's a risk involved to the data subject (i.e the people the data concerns) they'll have to inform their customers too.

### How will GDPR affect me?

Businesses and charities have made changes to their data policies for the new regulations, consumers haven't had to do anything in particular to prepare.

That said, individual consumers will probably still notice some changes. You'll probably find that when you buy products online or sign up to newsletters, there will be more obvious checkboxes relating to how the company can use your data – for example to send you emails, or share data with a third party.

However, GDPR also gives you a number of 'rights' when it comes to your data, including:

**The right to be informed** – you have a right to know how your data will be used by a company.

**The right to access your personal data** – you can ask any company 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 a company deletes any personal data they have about you. There are some exceptions, for example, some information can be held by employers and ex-employers 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 a company is 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, companies 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 other companies, such as your bank details when applying for a loan.

**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.

Whether or not you exercise your new rights is up to you – the main thing to remember is that they're there if you need them.

# Barlaston & Tittensor 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

Barlaston & Tittensor Scout Group is a charity registered with the UK charity commission (No. 524508) and we are regulated as a member of the UK Scout Association (see <http://scouts.org.uk> for more information). We are based at The Scout Hut, Station Road, Barlaston, Staffordshire ST12 9DQ.

The group is managed on a day to day basis by its Trustee Board; most Board members are also trustees of the charity. Within the first six months of every year, we hold an annual general meeting (AGM) where members of the Trustee Board are elected or nominated.

## Your rights

You have various rights under GDPR relating to how we store and process your personal or sensitive data. If you have any queries or require action to be taken in accordance with GDPR then, in the first instance, please contact a section leader or the Group Lead Volunteer for more information.

## How we gather personal information

The majority of the personal information we hold is provided to us directly by yourself or by parents / legal guardians in either paper form or via our online membership systems. Where a member is under the age of 18, this information will only be obtained from a parent / guardian and cannot be provided by the young person. In the case of an adult member, data will also be provided by the UK Scout Association.

## How we use your personal information and the lawful basis on which we do so

We process data under the lawful basis "Legal Obligation" to;

- Provide medical and emotional care as a result of our duty of care
- Provide information to law enforcement when in receipt of the required legal paperwork

We process data under the lawful basis "Legitimate Interests" to;

- Contact the member, parents/guardians to inform them of meetings, events etc having indicated an interest by becoming a member/supporter of the group or being the parent/guardian of a member of the group.
- Monitor progress to allow awards and badges to be presented and to track movement between sections within the group having indicated an interest by becoming a member of the group.
- Provide anonymised data to the UK Scout Association to track membership and apply for targeted funding

## Sharing and transferring personal information

We will only normally share personal information within Barlaston and Tittensor Scout Group, however we may share your personal information with others in order to meet or enforce a legal obligation or to administer and facilitate the provision of scouting at either a district, county, region or national level. We will only share your personal information to the extent needed for those purposes.

If you move from Barlaston & Tittensor Scout Group to another scout group or explorer group we will, at your request, if possible, transfer your personal information to them.

Awards - Sometimes we may nominate a member for a national award (such as King's Scout, Duke of Edinburgh award and the like) such nominations will require that we provide contact details to the awarding organisation, this may be done electronically or on paper, by registered post.

We will share personal information with HMRC to ensure compliance with Gift aid regulations.

We will never sell your personal information to any third party.

## Data Storage and third party data processors

Our primary record keeping is held on one of two systems, either 'Compass/scouts.org.uk' or Online Scout Manager.

Supplementary records will be stored, generally on a more *temporary* basis, in additional locations as detailed below.

In both instances some of the data could be classified as "Sensitive Personal Data" and therefore all data held will be treated as sensitive and subject to appropriate control mechanisms and restricted access.

We will retain personal data for the duration of the membership of the group. For adults, we will retain data for a period of 7 years after leaving, and for young people until their 27th birthday. This is to allow us to fulfil our obligations for insurance, medical and legal claims.

After the time period specified above we will retain limited, none personal data for an extended period for group historical records and archival purposes.

We will also keep Gift Aid information for the statutory 7 years as required by HMRC

### Primary records

**Compass/scouts.org.uk** - is a 3rd party data processor who we use for the collection and storage of Adult personal data. It is the online membership system of The Scout Association.

**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 scout group. Online Youth Manager Ltd is also a 3rd party data processor. More information is available at <https://www.onlinescoutmanager.co.uk/security.php>

### Supplementary records

**Printed or Handwritten records**

Paper is still used within Barlaston & Tittensor Scout Group to capture and retain some data. We only normally make or keep paper copies where it is impractical or unreliable to use electronic records. The security and integrity of paper records is maintained in various ways by ensuring that, for example;

- a) Transfer of paper is secure, such as hand to hand transfer or registered post.
- b) Paper forms are securely destroyed after by use of a shredder or by burning.
- c) Paper records are stored using lockable storage, including when in transit.
- d) Access will only be provided to authorised individuals.

Printed or handwritten records will only be held for the period of time during which the use of electronic records cannot be relied upon and will be destroyed within 7 days by shredding.

#### **First Aid / Incident / Near miss book**

Data will be recorded in the book at the time of the incident and stored securely with restricted access, until it can be uploaded to OSM and kept for the statutory period. Once transferred to OSM the paper copy will be destroyed by shredding.

Barlaston & Tittensor Scout Group also use the following third-party data processors to maintain supplementary records

**Google Drive** - used to store personal information for events and activities.

**Facebook** - Photographs of events and activities may be uploaded to facebook. If you choose to interact with the group facebook page or with the individual section's pages then your facebook details will be associated with the groups account. The details of this are outside of the groups control and reference should be made to the facebook privacy policy and GDPR statements

**Facebook Messenger** - If you communicate with us via facebook messenger these messages and any associated data will be held by facebook. The details of this are outside of the group's control and reference should be made to the facebook privacy policy and GDPR statements.

**WhatsApp** - Leaders' names and phone numbers may be used within the WhatsApp platform to facilitate communications. Details of these communications will be held by WhatsApp in accordance with their privacy policy and GDPR statements. Leaders' names and numbers will be removed from group conversations when they leave the group.

**Email providers** - Whilst every effort will be made to keep email communications within the Online Scout Manager system there will be occasions where leaders may need to email young people, parents or other leaders using their own personal email address.

**Phone networks** - If any leader has cause to call any parent, young person or other leader a record of that call will be held on both the device used to make and receive the call and on the systems used by the phone operators used to connect the call. The details of this are outside of the group's control. If leaders are storing phone numbers for young people, parents or other leaders on a personally owned mobile phone then those details will be asked to be removed when the young person, parent or leader leaves the group. An exception to this will be in the case that the aforementioned parties have a connection outside of the group.

## **Automated decision making**

Barlaston & Tittensor Scout Group does not have any automated decision-making systems.

## **Transfers outside the UK**

Barlaston & Tittensor Scout Group will not transfer your personal information outside of the UK, with the exception where a Scouting event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations (although it is likely that such an event will have its own data collection form/s, which will be securely held and disposed of after the event).