



DATA PRIVACY STATEMENT

79th Reading Scout Group, Kentwood Hill, Tilehurst, Reading

1. Personal data

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 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').

2. Data Controller

The Executive Committee (serving Committee members) of 79th Reading Scout Group is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The committee of 79th Reading Scout Group complies with its obligations under the "GDPR" 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.

We use personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public;
- to manage our volunteers;
- to administer membership records;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the Group;
- to fundraise and promote the interests of the Group;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the Scout Association.
- to conduct surveys on our performance

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a educational aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent; or

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other Leaders of the Group to carry out their role within the Group. We may share membership data with other local scouting groups where this activity is required to carry out our legal responsibilities, such as stand in leaders. We may also share data with the Scout Association. We do not store credit card details, nor do we share your data with third parties without your consent.

6. How long do we keep data?

We may keep information for different periods of time for different purposes as required by law or best practice. Typical periods are tabled below:

Record Type	Retention Period ¹
Membership rolls	Indefinitely for safeguarding purposes, continuity and rejoiners and to carry out our legal duties
Young persons award records	After a young person leaves until they are too old to return to that Section in case they wish to return and continue at a later date.
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Personal data relating to events for which additional information is gathered eg Camp holidays	Disposed of immediately after the event unless anything has occurred (eg an accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non - safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which 79th Reading Scout Group holds about you (a Subject Access Request or ‘SAR’);

- The right to request that the Executive Committee corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for 79th Reading Scout Group to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. 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.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Group Scout Leader

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.

The Executive Committee
79th Reading Scout Group
Date 21st April 2018