

# Privacy statement

The 2<sup>nd</sup> Guernsey Scout Group (“the Group”) is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals’ rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

Personal data is any information relating to an identified or identifiable living person. When “you” or “your” are used in this statement, we are referring to the relevant individual who is the subject of the personal data.

We are based at The Wayfarer Centre, Rue du Haut, Vale, Guernsey, GY6 8NB.

Our Executive Committee is the data controller for the information we collect from you. This privacy statement applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with the Group.

## **Your personal data – what is it?**

Personal data is any data relating to a living individual who can be identified from that data. The processing of personal data is governed by The Data Protection (Bailiwick of Guernsey) Law, 2017.

## **The data we may process**

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 our online membership systems.

Where a member is under the age of 13, this information will only be obtained from a parent or guardian and cannot be provided by the young person.

We may collect the following personal information:

- 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.
- 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.

# Privacy statement

## **How do we process your personal data?**

We comply with our obligations under data protection legislation 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 provide information about Scout meetings, activities, training courses and events to our members and other volunteers
- to provide a voluntary service for the benefit of the public
- to administer membership records
- to fundraise and promote the interests of Scouting
- to manage our volunteers
- to maintain our own accounts and records
- to inform you of news, events, activities and services being run or attended by the Scout Association
- 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.

We use personal sensitive (special) data for the following purposes:

- for the protection of a person's health and safety whilst in the care of the Group
- to respect a person's religious beliefs with regards to activities, food and holidays
- for equal opportunity monitoring and reporting.

## **What is the legal basis for processing your/your child(ren)'s personal data?**

We only use your personal information where that is permitted by the laws that protect your privacy rights. We only use personal information where:

- We need to use the information to comply with our legal obligations
- We need to use the information to contact you, regarding meetings, events, collection of membership fee's etc.
- It is fair to use the personal information in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about activities or services within scouting.

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.

# Privacy statement

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.

## How we store personal data

We generally store personal information in the following ways:

**Compass:** is the online membership system of The Scout Association, this system is used for the collection and storage of adult volunteer personal data.

**OSM:** is an online tool used for management of the Group's membership and activities.

We use a local billing system to generate invoices and maintain balances for member subscriptions. In addition adult volunteers will hold some personal data on local spreadsheets/databases.

Printed records and data held while attending events - paper is sometimes used to capture and retain some data for example:

- Event registration
- Health and contact records forms (for events)
- Events coordination with event organisers

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.

## Other personal data processing activities

### (i) Hall and campsite bookings

Members of the public may hire the facilities of the Group. To provide these service we will collect your personal contact details such as name, title, address, telephone numbers and personal email address, so that we can contact you.

This processing is necessary for the performance of the contract, to which you are a party, and the legitimate interests pursued by us.

### (ii) Visitors to our website

Visitors to our website are generally in control of the personal data shared with us. We may capture limited personal data automatically via the use of cookies and analytics tools on our website.

We receive personal data, such as name, title, address, email address, and telephone from website visitors, for example, when an individual uses the contact form.

We ask that you do not provide special categories of personal data (such as race or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; physical or mental health; genetic data; biometric data; sexual life or sexual orientation; and, criminal records) to us when using our website.

# Privacy statement

## **(iii) CCTV**

There are signs at the Group's premises showing that CCTV is in operation. The images captured are securely stored and only accessed on a need to know basis (e.g. to look into an incident). We use the CCTV images for the legitimate purposes of promoting security and safety of our Group and members of the public, preventing and detecting crime and establishing, exercising and defending legal claims. We may disclose CCTV images to law enforcement bodies as requested and permitted by data protection law.

## **Our retention periods**

We keep personal information about members whilst they are members of the Group. We may also keep it beyond their membership if necessary in order to comply with our legal obligations and in line with the Scout Association national guidelines.

## **Sharing and transferring personal Information**

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so.

We will never sell your personal information to any third party for the purposes of marketing.

Where it is legally permitted or required by law, we may share personal information of members with:

- The Scout Association
- Health and social welfare organisations
- Police and other law enforcement agencies

## **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, 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 data protection legislation, 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 Group.
- The right to access your personal data – you can ask us 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 we delete any personal data they have about you. There are some exceptions, for example, information needed in the performance of a contract or for legal reasons.

# Privacy statement

- 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 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 us we will provide you with a copy of your data in electronic format.
- 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.

To exercise any of these rights, please contact the Group Scout Leader.

## **Complaints**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Group Scout Leader.

Alternatively, you can make a complaint to the Office of the Data Protection Authority, St Martin's House, Le Bordage, St Peter Port, Guernsey, GY1 1BR. Telephone 01481 742074.