

# 1st Swindon Sea Scouts GDPR

Version dated: May 2018



## 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 is being introduced – to bring all EU member states under one common regulation, and to update regulations to reflect our new digital age.

Different countries in the EU follow different rules and regulations when it comes to data sharing and privacy, which can get quite confusing when data is being shared between people and companies in different countries. GDPR will be enforced across all 28 EU member states, meaning everyone is following the same rules!

In the UK, companies and charities are still following the 1998 Data Protection Act to ensure the safety of people's data. But technology and data sharing has developed a lot since 1998. This means that the current regulation may not be entirely suitable for the needs of consumers and the types of technology we're seeing today. GDPR will replace 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 or charity 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 will it affect UK businesses and charities?

Essentially, GDPR will affect everyone in all 28 EU member states, from businesses and charities big and small, to customers and consumers.

When it comes to implementing GDPR, the biggest changes will be seen by 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 a fine of up to €20 million or 4% of the company's total profit. 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.

## Who is the 1st Swindon Scout Group Data Controller?

Carl Steckerl.

## What should happen in the event of a breach of this policy?

Carl Steckerl must be immediately notified in the event of a breach of this policy using [carl.steckerl@btinternet.com](mailto:carl.steckerl@btinternet.com).

Should you wish to make an enquiry about data held by the Group please contact Carl Steckerl and you will receive an appropriate reply within 1 month.

## How will GDPR affect me?

While businesses and charities will have to make changes to their data policies in preparation for the new regulations, consumers don't have 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.

# 1st Swindon Sea Scouts GDPR

Version dated: May 2018



The right to erase your data – 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.

## 1st Swindon 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

1st Swindon Sea Scouts is a registered UK charity and regulated as a member of the UK The Scout Association. See <http://scouts.org.uk> for more information.

As a member of The Scout Association we follow the Scout Association Policy, Organisation, Rules (POR) <https://members.scouts.org.uk/supportresources/71>

Every year in June we hold an annual general meeting where members of the charity executive are elected, any parent of a youth members can decide to be in the executive at the AGM and every parent has the right to attend the Annual General Meeting.

We are based at The Wick, The Brow, Haydon Wick, Swindon.

### Your rights

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.

Please contact a leader or the group scout leader for more information, in the first instance.

You can view and edit your personal information directly on our online membership systems Online Scout Manager via the MyScout portal <https://www.onlinescoutmanager.co.uk/parents/>

### How we gather personal information

The majority of the personal information we hold on you, is provided to us directly by yourself or by parents / legal guardian in either paper form when a member is first enrolled or via our online membership systems, in the case of an adult member, data may also be provided by third party reference agencies, such as the disclosure and barring service (DBS).

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.

# 1st Swindon Sea Scouts GDPR

Version dated: May 2018



## How we use your personal information

We collect your personal and medical information for the protection of that Person whilst in the care of the Scout Group.

The collection of a person's religion data is necessary to respect their beliefs with regards to activities, food and holidays.

We process the data to have the ability to contact the member, parents and guardians, to inform them of meetings, events that the group itself may be running or attending.

To provide census information for The Scouting Association.

To claim gift aid from the UK Government for any donations from members who declare that they are a UK tax payer.

## Our legal basis for using your personal information

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

- a) We need to use the information to comply with our legal obligations.
- b) We need to use the information to contact with you, regarding meetings, events, collection of membership fee's etc, i.e. for the day to day running of the group.
- c) 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 products or services within scouting.

## Sharing and transferring personal Information

We will only normally share personal information within our scout group leadership team, executive members and Scouting DBS approved volunteers.

We will, however, share your personal information with others outside 1st Swindon where we need meet or enforce a legal obligation, this may include, Swindon North Scouting District, Wiltshire County Scouting, The Scout Association and it insurance subsidiary "Unity", local authority services and law enforcement, we will only share your personal information to the extent needed for those purposes.

If you move from 1st Swindon, to another scout group or explorer group we will transfer your personal information to them via OSM or via a paper report from OSM.

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

Sometimes we may nominate a member for national award, (such as Scouting or Duke of Edinburgh award) such nominations would require we provide contact details to that organisation.

## Third Party Data Processors

1st Swindon, employs the services of the following third-party data processors: -

The Scout Association via its membership system "Compass" which is used to record the personal information of leaders, adults and parents who have undergone a Disclosure and Barring Service ( DBS) check.

Online Youth Manager Ltd (Online Scout Manager) which is used to record the personal information, badge records, event and attendance records etc, we have a data processing agreement in place with online youth manager, more information is available at <https://www.onlinescoutmanager.co.uk/security.php>

Dropbox inc occasionally used for secure transfer of limited personal information for events.

Google occasionally used for secure transfer of limited personal information for events.

## How long we keep your personal information for

We will retain your personal information, throughout the time you are a member of 1st Swindon Sea Scouts.

We will retain your full personal information for a period of six months after you have left 1st Swindon Sea Scouts, and in a much more limited form (just name, badge, attendance records, activity authorisations) for a period of up to 15 years (until age 21) to fulfil our legal obligations for insurance and legal claims.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC (which may be beyond age 21)

# 1st Swindon Sea Scouts GDPR

Version dated: May 2018



## Automated decision making

1st Swindon does not have any automated decision-making systems.

## Transfers outside the UK

1st Swindon will not transfer your personal information outside of the UK, with the exception where an Event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations, although generally such an event will have its own data collection form which will be securely held and disposed of after the event.

## Data Storage

1st Swindon is committed to the protection of your personal information.

We generally store personal information in one of two secure digital online database systems, where access to that data is restricted and controlled.

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

**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 group.

### Printed records and Event data

Paper is still used within 1st Swindon to capture and retain some data for example the following: -

- New joiners form.
- New joiners waiting lists.
- Health and contact records update forms.
- Historical Gift Aid Collection forms
- Historical event consent from parents.
- Event consent information provided by parents via OSM
- Historical Events coordination with event organisers.
- Award notifications/nominations

In the case of Joining forms, health and contact update forms, this information is securely held by the leader or waiting list manager, and transferred to our secure digital systems as soon as possible before the paper form is destroyed.

Gift Aid historical collection forms, will be securely held by the Groups Treasurer to aid in the collection of Gift Aid for monthly membership fee's, we have a legal obligation to retain this information for 7 years after our last claim. Since 2017 the Group is now managing Gift Aid via OSM

### Events

As a member of 1st Swindon it is hoped you will take up the opportunity to attend events and camps, where is necessary to fulfil our legal obligations we will be required to potentially have a less secure means to access personal information, such as printouts of personal contacts and medical information, (including specific event contact forms), rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. Since 2017 the Group is now managing event attendance and consent via OSM and as such we can minimise the use of paper to only what is required for the event/camp.

We will ensure

- a) Transfer of paper is secure, such as physical hand to hand transfer or registered post.
- b) Paper forms are securely destroyed after use.
- c) Secure destruction will be through a shredding machine or securely burned.
- d) Always keeping the paper records secure.
- e) If transferred to somebody, we will audit that they return them when the event is complete.

### Awards

Sometimes we may nominate a member for national award, (such as Queens Scout or Duke of Edinburgh award) such nominations would require we provide contact details to the awarding organisation, this is most often done on paper via registered post.

# 1st Swindon Sea Scouts GDPR

Version dated: May 2018



## Data retention

We will only retain information relevant for the running of the Group and ensuring the safety of its members.

Below is a summary of the information we will retain and for how long

Retention format	Retention period	Responsibility
Hard paper copy of new member membership forms – held in a locked cabinet at The Wick.	3 months after this has been first entered onto OSM	Section Leader
Hard paper copy of new member adult information - held in a locked cabinet at The Wick.	3 months after this has been entered onto Compass	Group Compass administrator
OSM record of section information relating to a young person – includes our waiting list – Held on OSM	Only for the duration of the young person being in that section, on leaving the information will be transferred to the new section	Section Leader / waiting list administrator
OSM record of young person or adult member – held on OSM	For the duration of the young person or adult being a member at 1 <sup>st</sup> Swindon. On leaving 1 <sup>st</sup> Swindon the name will be amended to initials only	Section Leader
OSM leavers record – held on OSM	12 months after the person have left the Group	Waiting list administrator
Compass records of young person or adult member – held on OSM	12 months after the person has left the Group	Group Compass administrator
Downloaded data containing members personal information – held electronically	With the exception of In Touch information being created (see below) these should be immediately deleted	Section Leader
E mail with members personal information sent from a personal pc. – held electronically	With the exception of In Touch information being shared (see below) these should be immediately deleted.	Section Leader
Hard copies of event information including emergency contact details	For the duration of the event / camp	Camp Leader
Electronic copy of In Touch information help by the In Touch contact – held electronically	For the duration of the event / camp	Camp Leader

## Group Email Policy

If it is necessary to refer to specific members we will use the members 1<sup>st</sup> name and surname as an initial i.e. John S

We will not email any other personal information apart from

- When information is in relation to an event and the personal information is needed to for the safety of the young person i.e. Camp.
- The DBS approved adult(s) responsible for the In Touch process may receive an electronic copy of the information of the camp attendees.
- This information will only be used in the event that a member / members family needs to be contacted in the event of an incident where their safety is of concern.
- Where information is provided this will be deleted after the event and confirmed to the Data Controller in writing.

We will avoid the use of email from personal email addresses i.e. encourage the use of OSM to generate email correspondence.

Where an email is sent from a personal email address always blind copy parents

# 1st Swindon Sea Scouts GDPR

Version dated: May 2018



## Web site policy for the Group

- Only post pictures where consent is obtained
- No names will be mentioned on association with any pictures
- When information is posted i.e. AGM reports or event summaries any individuals will only be mentioned by their 1<sup>st</sup> name.

## Facebook policy for the Group

The Group will only operate closed Facebook pages.

Each closed page will have a minimum of two administrators, each of whom must be DBS approved and members of the Group.

The administrators will only accept new requests where it is proven that a requester is a parent of a young person in that section (refer to OSM), a Leader or Occasional Helper of the section, or a Leader of another section within 1<sup>st</sup> Swindon Scout Group.

The data controller should be immediately contacted should any inappropriate postings take place

When a young person leaves the section or it is no longer relevant for a Leader or an Occasional Helper to have access their access rights will be removed to that section closed Facebook page. On removal the administrator will select the option to remove their postings and as such these will be removed from the page.

## Printing personal information

We will not print anything with personal information on apart from the personal information is needed to for the safety of the young person i.e. Camp.

- The DBS approved adult(s) responsible for the In Touch process may receive a printed copy of the information of the camp attendees.
- This information will only be used in the event that a member / members family camp needs to be contacted in the event of an incident where their safety is of concern.
- Where information is provided this will be securely destroyed (shredded) or returned to a leader (and then shredded) after the event and confirmed to the Data Controller in writing

## Safe keeping of records

Paperwork will be kept in a locked filing cabinet at The Wick. Not at The Leaders homes (apart from immediate use i.e. for a coming event)

No electronic files on personal computer. Historical information needs to be printed and stored in the secure filing cabinet.

## Updates to this Policy

We may make changes to this policy from time to time. Should we update the policy we will notify our members and publish on our web site the updated version.