

PRIVACY STATEMENT for Youth Members and their Parents

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Overview

This is the privacy statement of all the 'units' within Christchurch District Scouting. Whilst scouting is organised in individual charities each with their own executive committee, scouting is delivered as a joint activity within Christchurch using shared processes. Therefore, the following 9 'units' have the same privacy statements.

Scouting 'unit' & Registrations	Data Controller and contact
Christchurch District <i>TSA membership 10001315</i> <i>Charity commission 267706</i>	Christchurch District Scout Council executive committee dc@christchurchscouts.org.uk
Town Scout Group <i>TSA membership 10010176</i> <i>Charity commission 302214</i>	1st Christchurch (Town) Scout Council executive committee gsl.town@christchurchscouts.org.uk
Jumpers Scout Group <i>TSA membership 10010177</i>	3rd Christchurch (Jumpers) Scout Council executive committee gsl.jumpers@christchurchscouts.org.uk
Highcliffe Scout Group <i>TSA membership 10010178</i> <i>Charity commission 302216</i>	5th Christchurch (Highcliffe) Scout Council executive committee gsl.highcliffe@christchurchscouts.org.uk
Bransgore Scout Group <i>TSA membership 10013735</i> <i>Charity commission 267707</i>	6th Christchurch (Bransgore) Scout Council executive committee gsl.bransgore@christchurchscouts.org.uk
Burton Scout Group <i>TSA membership 10012226</i> <i>Charity commission 1035311</i>	8th Christchurch (Burton) Scout Council executive committee gsl.burton@christchurchscouts.org.uk
Mudford Scout Group <i>TSA membership 10012227</i> <i>Charity commission 302217</i>	10th Christchurch (Mudford) Scout Council executive committee gsl.mudford@christchurchscouts.org.uk
Somerford Scout Group <i>TSA membership 10013153</i> <i>Charity commission 302218</i>	20th Christchurch (1st Somerford) Scout Council executive committee gsl.somerford@christchurchscouts.org.uk
Hurn Scout Group <i>TSA membership 11856989</i> <i>Charity commission 1175342</i>	22nd Christchurch (Hurn) Scout Council executive committee gsl.hurn@christchurchscouts.org.uk

To ensure your child is able to participate and enjoy a range of Scouting activities and opportunities during their membership, we need to collect and store a range of information,

some of which is classed as sensitive, for example, medical information and additional needs.

Scouting respects personal privacy and only Scout leaders and managers, on a need to know basis, will see the information you give. We won't share any personal information with any third party outside of Scouting without asking you, except in certain circumstances required by law, a regulatory requirement or to safeguard a child.

We securely hold all Scouting data on an online membership system whilst your child is an active member. If they leave scouting, we'll archive this information in line with our data retention policy. You will be given a secure login to see what is held on the online membership system and you have a right to ask for a copy of all data we hold about your child.

As a registered member of The Scout Association, we are bound by the [Policy, Organisation and Rules](#), known as POR. Within that is the Privacy and Data Protection Policy (POR 2.6) which puts a scouting perspective on our legal obligations to comply with the General Data Protection laws.

Whilst it is no longer stipulated by TSA, we continue to adopt the following

- Access to the personal data relating to youth members must be restricted to individuals who have undertaken a personal enquiry and criminal record check via DBS

Our lawful basis for processing membership data is Consent. We request your consent to process your/their personal data for the purpose of managing their Scout membership and running Scouting activities.

We respect your rights as given in law.

In this document;

- 'Youth Member' refers to Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts
- 'Parents' refers to parents, guardians and next of kin

Expressing Interest

We will hold the following information about your young person when you express interest in them joining scouting;

Young person's name, date of birth and postcode

This will be stored on our online youth membership system, Online Scout Manager. We will also store:

The parent's name, email and phone numbers

This information will be seen by DBS approved and appointed adult volunteers to assign them to a place. If a place is offered which you accept, the details will be securely transferred to that section's youth membership system, another part of Online Scout Manager and removed from our waiting list.

We will contact parents annually to confirm they wish us to continue to hold the information whilst a place is waited for. If after 3 weeks of this contact, we receive no response, we will delete the information.

At any time you can you ask for us to delete the information.

Joining Scouting

When a young person starts in scouting, the following information will be kept;

Young person's name, date of birth, address, gender, medical details, allergies, dietary requirements, date joined scouting, date joined section

The parents' names, addresses, emails and phone numbers

The collection of the medical details (which will include additional needs), allergies and dietary requirements are necessary to care for your child and in law to "to protect the vital interests of the data subject".

The parent or guardian will be asked to consent to us holding it when the young person starts. However, no young person can stay at a scouting meeting or event without their parent unless the contact details for the primary parent/guardian have been given to us. (POR 7.1 and 9.3)

The information will be stored on our youth membership system, Online Scout Manager and access given only to those DBS approved and appointed adult volunteers who require it to manage the membership of the young person and the activities they are involved in.

The information will be collected online by a request from us to you via Online Scout Manager, once we have received your consent to do so.

One parent will be given the option to have a login to the same system using a function known as My.SCOUT. This allows secure access to the details of their child or children and the ability to update information. You may request to have an additional login for other parents.

Member of scouting

Keeping the information up-to- date

You will be requested annually to review our information and you are encouraged to keep us informed of any change at any time, either through My.SCOUT or talking with the young person's leaders.

Moving Sections

As a young person moves from Beavers, to Cubs, to Scouts, to Explorers their records will be passed securely onwards in accordance to the consent you gave. When a young person reaches 18 years of age, they will be asked to give their own consent for their records to be handed to the Network scout section.

Sharing the information within the Scouting District

If your young person attends a district-run event, the leader-in-charge and their team will have access to the information.

If your young person joins another scouting group such as District Gang Show, District Music Group or a joint international trip, their membership details to be shared with this group, in accordance to the consent you gave when they joined scouting.

Additional information once they are 14 years old

Once the young person is 14 years old, we will seek their agreement to store their email address and mobile number. They may also wish to become members of social media groups. Their request to join the group will be taken as their consent to hold their social media login details.

Managing events and activities

Additional information will be sought for activities that need your permission, for example for nights away at camps or sleepovers. Permission forms may be collected via My.SCOUT or on paper. They will confirm care information such as medical and dietary needs and contact

details for the period of the activity if it might be different than normal. Other information such as the ability to swim may be requested as relevant to the activity being run. Paper forms will be destroyed within 2 weeks of the end of the event.

At events where catering is required, lists of dietary needs against names would be made available to the catering team which may include volunteer parents or leaders from a wider community than the young person's section.

At events where you require us to dispense medication to your young person, we require the medication and written instructions. The instructions will be kept securely, seen by a small group of leaders and destroyed within 2 weeks of the end of the event.

Primary access to a young person's information will be via secure access for leaders. However, the nature of scouting is that activities can be run away from wifi/internet access, and phone signal and mobile devices can run out of power on camps. Therefore, leadership teams will have a paper back-up of key information such as contact details and medical and dietary needs and this will be kept securely and only seen by relevant, DBS approved and appointed adult volunteers. Temporary print-outs for events will be destroyed within 2 weeks of the end of the event.

Leaders who plan and manage events will create minutes and lists that may include young people's names. As best practice, leaders use first names only unless a surname or its initial is required to distinguish someone and minimum information is recorded. Leaders are trained to be aware of the need to keep this relevant, secure and timely destroyed.

Managing badge records

A badge record will be created for each young person and their progress monitored. This requires the recording of the meetings and events they attended. Parents will have access to see the badge records using My.Scout.

This will include recording information related to managing scouting such as which lodge/six/patrol they in, whether they are a leader, where they a young leader, their scouting name, all depending on their age.

Managing subscriptions, payments and Gift Aid claims

Payments received from parents via Online Scout Manager are processed by a third party GoCardless. GoCardless stores the parent's bank details and these are not known by either anyone in scouting or Online Scout Manager. The amount to be paid and when it is to be paid is controlled from Online Scout Manager. The leaders enter the details and a secure email is then sent to the parent who can confirm or decline each payment having created an account with GoCardless. GoCardless pays all monies direct into the Group or District's bank account. The Treasurer, and any other person authorised to have an account by the executive committee, can view and/or export the individual items from GoCardless which

includes; Parent paying's name, email, address, bank name (not any other bank details), child's name.

Payments received from parents via cheque and cash will be recorded in section books and/or Group / District books and will only include the child's name.

Payments received by standing order will appear on bank statements and include the account name and any reference provided which may be the child's name if requested.

The Group's/District's bank account is managed by their Treasurer with the support of the executive committee which includes the Group Scout Leader / District Commissioner (managers) all of whom are trustees of the charity. Account information is also seen by the elected auditor. At times, other individuals may be co-opted to support the financial affairs and this is under the control of the executive committee. All information to process the accounts is required to be kept for 7 years.

If you have paid your subscriptions in the past via standing order, the payment details which may include the young person as a reference, will be on the bank statements. These need to be kept for 7 years for audit purposes and are on paper and kept securely.

We can claim Gift Aid on behalf of the person who pays the young person's membership subscription, if eligible. This boosts our funds and therefore, each parent will be asked if they can allow us to claim. This is collected voluntarily from you using the My.Scout function. The postcode, house number, name and confirmation of eligibility will be requested. This will be seen and used by the relevant Treasurer and their team, and the information passed to HMRC during the annual claim. They oblige us "to [hold the claim for 2 years](#) after the claim deadline" and "[hold the declarations for 6 years](#) after the most recent donation we claimed Gift Aid on".

If in the past you have made a declaration to allow us to claim Gift Aid via paper, these are being retained as above and are kept securely.

If the subscriptions are paid by someone other than the parent, eg. a grandparent, the parent will be requested to submit the Gift Aid information and prompted to inform the other person that their data is being collected and processed.

Contacting Parents

Parents will be contacted by leaders by email and at times by paper. We do need permission to use an email unless the family does not have any access. Parents can choose which this is and if they want it also sent to another person. This address or addresses as well as any circulation lists are kept on our system Online Scout Manager.

Photographs

Photos of your young person may be taken during their membership and may be shared within the organisation or secure parent groups on social media WITHOUT names.

However, we do keep one photo of each young person which is held with their name. This is in our secure online membership system.

If you need your young person to be excluded from all photos, please talk directly with the relevant leader. Your permission would be sought if we wished to use a photo and name your young person. At public events or in public places (eg a public campsite), we have no control over who takes photos and how they use them, for example, posting them on social media, including journalists taking photos for their newspapers. We will make reasonable attempts to stop unreasonable photography when we are aware of it.

Accident Forms

A record of an accident would be made on a local form and you will be asked to sign it to confirm you have been given the details of the incident and consent to it being kept. This form will be shared by a few people within the Group who are responsible for follow-up and analysis of any patterns. The forms will be kept securely for 2 years.

Some accidents require the incident to be notified to The Scout Association, generally these are of a more serious nature requiring medical attention. The processes of The Scout Association will be followed and the District Commissioner / County Commissioner (the senior managers) and the relevant team at TSA Headquarters will be informed. Information will be shared in confidence and in the best interests of managing the incident. In these instances a Scout Association accident form will also be completed which is securely kept by headquarters until 3 years after the young person's 18th birthday.

Census Statistics

Annually The Scout Association requests us to provide statistics on our membership which does not include any personal information. The data that is deemed sensitive is ethnicity, gender and additional needs by category. This is collected voluntarily from you and anonymously. Using the My.Scout function, parents will be requested to input the information. This is stored such that NO-ONE can see the data and only numerical statistics can be obtained which is passed to The Scout Association.

Passing of the information to other people

As a rule, we keep the information only accessible by a small team of adults who manage and deliver scouting for your young person.

The exceptions to this are:

- when we are requested under our obligations to hand information to The Scout Association in Safeguarding issues and this will be done in accordance to their policies (POR 2.3). They in turn have certain legal and regulatory obligations that may necessitate the handing on of information. (POR 2.4.n)
- When we have taken your young person for emergency medical care and the details are requested by the medical carers before your arrival
- When we are required to for lawful reasons
- You request us to do so to transfer details of their membership should your young person move to another section, for example, as a result of a house move.

Also see "After Membership ends" about leaving the Group to continue their Scouting with the District.

You may be requested to consent to give the information to related organisations such as

- Duke of Edinburgh
- PGL or similar organisations who run activities on our behalf
- International visits may have certain requirements which will be made clear to you.

After Membership ends

When a young person leaves Scouting their record will be either:

1. Deleted entirely from Online Scout Manager if you wish
2. As some young people do return, we will archive their information, keeping their badge record and their name and date of birth to identify them. Contact details, medical and dietary needs and all other non-badge information will be deleted. This can be particularly useful in the teenage years as some do return and badge work such as Duke of Edinburgh awards may be questioned. This record will be deleted after 9 or 15 months during our twice annual checks.
3. Financial records will be retained according to our legal requirements then destroyed.
4. The subscription will be stopped via OSM and this makes the GoCardless customer account inactive. No further payments will be taken by the information is retained by GoCardless and can continue to be seen by the Treasurer. Parents will need to change this retention with GoCardless if they should wish to.

Scouting does collate historical records but this will not include personal data other than names.

Your Rights

First 6 rights explained

The law gives you 8 rights, The **right to be informed** is about transparency and this privacy statement addresses this. If you have further questions, please ask your child's section leader who will help or put you in touch with someone. Your **right of rectification**, to correct any information, is in both of our interests and we offer you an online login to be able to check at all times and if you speak to your child's section leader, they will work with you to get it corrected. The online membership system we use gives you an easy way to transfer your child's data to other parts of scouting, giving you your **right to data portability**.

You have a **right to object** to how we process your information and you may have a **right to restrict processing** in certain circumstances. In these cases, we ask that you write to dc@christchurchscouts.org.uk.

You have a **right related to automated decision making including profiling** but this is not something we carry out with the data we hold.

Right of Access

The 7th right is **Right of Access**. Parents may request to see the information we hold about your young person. It may be that what you would like to know is available from a login to My.SCOUT, please ask if you are unsure.

Please pass a written request (email or letter) to the Group's/District's Secretary or the Group Scout Leader/District Commissioner. If you unsure who holds these roles, your child's section leader can help.

The person who deals with your request has a duty to check your identity so that information is not passed to the wrong person.

As required by law, the request will be dealt with within one month, but we will do our best to provide it without delay.

Right to Erasure, also known as right to be forgotten

The 8th right is **Right to Erasure**. Parents may invoke the right to be forgotten so that all information we hold about your young person is deleted. This would mean an end of their membership of Scouting.

Please pass a written request to the Group's/District's Secretary or the Group Scout Leader/District Commissioner. If you unsure who holds these roles, your child's section leader can help.

The person who deals with your request has a duty to check your identity so that information is not deleted at the request of the wrong person.

The request will be dealt with within one month, but we will do our best to do it without delay.