

PRIVACY STATEMENT for Adult Members and Occasional Helpers

SCOPE

This privacy statement does not include

- personal information for the parents and guardians of young people who are Members which is included in the 'Privacy statement for Youth Members and their Parents'.

This privacy statement does include

- personal information for all adult members of TSA within Christchurch District, including each of its Groups and all of its Sections
- personal information for all Occasional Helpers within Christchurch District, including each of its Groups and all of its Sections
- personal information for Network scouts, which although this is a Youth membership, the members are over 18 years old
- personal information given to our campsite 'Braggers Wood camping and activity centre' when booking accommodation and activities

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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 TSA membership 10012226 Charity commission 1035311	8th Christchurch (Burton) Scout Council executive committee gsl.burton@christchurchscouts.org.uk
Mundeford Scout Group <i>TSA membership 10012227</i> <i>Charity commission 302217</i>	10th Christchurch (Mundeford) Scout Council executive committee gsl.mundeford@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 you are able to deliver Scouting and for us to support you during your 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 two online membership systems, one belonging to The Scout Association (Compass) which is primarily about your membership and one which is used locally which is primarily about delivering Scouting (OSM). If you leave scouting, we'll archive this information in line with our data retention policy. You will have a secure login to both systems to see what is held and you have a right to ask for a copy of all data we hold about you.

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 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 personal data for the purpose of managing your Scout membership and delivering Scouting.

We respect your rights as given in law.

Expressing Interest

When expressing interest to join Scouting as an adult volunteer, your name, contact details and interest may be passed to the relevant adult members who would support you in your decision to join. A Group is supported by adults in the District which runs as a ###separate charity and your consent will be asked to share your details with them as required. This could include but is not limited to, the District Commissioner, the Deputy District Commissioner for Adult Support and the Appointments Secretary. All adults will keep your details securely. If you decide not to join Scouting, these details will be destroyed.

Joining Scouting

Occasional Helpers are not Members of Scouting although their details are required. Please see the [Occasional Helper section](#).

Network Scouts are Members of Scouting which is considered a Youth membership. However these individuals are over 18 years old. Please see the [Network Scout section](#).

TSA also a data controller

When an adult starts in scouting, agreement to your data being held in The Scout Association's membership system is a condition of application.

TSA and ourselves are data controllers in common for Compass and its use is governed by the Policy Rules and Organisation. [Access](#) is only obtainable by people in specific DBS approved and appointed roles who require it to manage the membership of adults.

Application

Locally we will process your application in accordance with [POR](#):

POR Chapter Group 3.26 - The Appointment of Adults

POR Chapter District 4.28 - The Appointment of Adults

POR Chapter Group/District 3.5b/4.5b - Adults being added to Compass

POR Chapter The Appointment Process 4.4.4.d

"POR 14.12.g. All joining information must be either entered directly into compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass."

Your consent to your information being held will be held locally.

We will collect the information online during a meeting with you after we have your consent. As part of the application process, a disclosure check is done and this information is input into a system called Atlantic which is a secure portal to pass information to the government department for processing. You will login and give your consent to this. References will also be requested and on return they will only be seen by the Appointments committee and their secretary and the District Commissioner. Once an application is approved, the reference is destroyed within three months.

Member of scouting

Keeping your TSA membership information up-to-date

You will be responsible for keeping your [Compass](#) record up-to-date unless you have no access in which case you should inform your line manager. To obtain a [login you should register](#).

Communications from TSA

For the purpose of managing the movement and ensuring everyone has key information, TSA occasionally circulates emails to all members.

For the purpose of keeping you informed and to manage scouting, you can control what else you receive from the Communication controls on your membership record in Compass by opting in to receive various information. We encourage adult members to receive the magazine either on paper or online, and to receive the monthly email which keeps you up-to-date. There are also other categories of information you can receive. Only you can update these options on [Compass](#) once you have your login.

Volunteer in the local section / group / unit and district

Your contact information will also be stored on our Youth online membership system OSM for the management of scout activities. We are required to be able to contact all people, youth and adult, including their emergency contact, during all activities. Our preferred system is OSM as it is secure and has limited access to only relevant people. We would prefer to also keep any medical information that is relevant to caring for and supporting you, especially in emergencies. You may be asked for your dietary requirements to be recorded for camps and other activities that provide catering.

Managing events and activities

Your information will also be on OSM as described above.

Primary access to an adult's information on OSM will be via secure access for leaders. However, the nature of scouting is that activities can be run away from wifi 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.

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 adult's section.

Leaders who plan and manage events will create minutes and lists that may include adult'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 membership

Adults with the relevant role need to manage membership and may need to export information from Compass to do this. They can only access information relevant to their role, will keep the download secure and delete it as soon as it is finished with.

Managing training records

Your training record is kept on Compass which keeps the access limited to interested roles. You can see everything on your training record but you cannot update it. It can be updated by your GSL and by some county roles; your training adviser, training managers, training administrators. It can also be viewed by your section leader, the DC and CC, the appointments secretary and some administrators. This [list](#) is under the control of TSA.

Your line manager, training manager and training adviser will at times print out your Personal Learning Plan which includes your name and membership number. They may also export lists to manage the training provision and give support to all trainees. These lists will be kept secure and destroyed once they are finished with.

Circulation List and Christchurch Directory

As a member of Christchurch district, you may be added to the circulation list to receive the "DC update" on Friday evenings which is an email of news. The circulation list is kept on OSM which is secure and the use of the list is limited to a few people only. You will be asked if you want to consent to being on this circulation list. Information on how to opt out is in the signature of the email.

As a member of Christchurch district, you may be added to the Directory which lists who holds which role across our district and includes names, telephone and email contact details. The directory is held by the Appointments Secretary and circulated as a pdf to all adult members of Christchurch district who are asked to keep it confidential. You will be asked if you want to consent to being on this directory. Information on how to have information corrected or to opt out is in the directory.

Photographs

Photos of you may be taken during your membership and may be shared within the organisation or secure groups on social media WITHOUT surnames.

However, you may agree to one photo of you which is held with your full name. This is in our secure online membership system.

If you wish to be excluded from all photos, please talk directly with your line manager. Your permission would be sought if we wished to use a photo and name you. 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 the details of the incident. 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 manager) 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 The Scout Association accident form will also be completed which is securely kept by headquarters according to their retention policy.

Managing expense claims

To be reimbursed for qualifying expenditure for scouting, you will need to give some personal information. The form or process to identify the expense will request your name and payment preference. Shop receipts may have your name on, online orders may have your name, address and telephone number on. If you are to be reimbursed via online banking, you will need to give your bank account details the first time. This information will be kept secure.

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 (manager) all of whom are trustees of the charity. Account information is 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 are required to be kept for 7 years. Personal information may be on bank statements, claim forms, receipts.

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 input by you onto Compass. It is not known what the collection process will be for 2019 but it never asks for names, only statistics.

Passing of the information to other people

As a rule, we keep the information only accessible by a small team of adults locally who manage scouting.

Other areas of The Scout Association may see some personal data:

- The county training team who manage your training record
- County and HQ when award nominations are submitted
- Results of awards and wood-badges maybe published locally or nationally
- The county assessors for some permit assessments
- TSA Info centre when assisting local adults resolve issues
- Headquarters in suspension situations
- When we are requested under our legal obligations to hand information to The Scout Association in Safeguarding issues and this will be done in accordance to their policies

People external to The Scout Association will only be:

- when we have taken you for emergency medical care and the details are requested by the medical carers when you are not able to do this yourself
- when we are required to for lawful reasons

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

- PGL or similar organisations who run activities on our behalf
- If you are a trustee, your details will need to be registered with the Charity Commission if the charity itself has registered with them; Full name, date of birth, address. Your full name will be viewable on the [Charity Commissioners public register](#). The treasurer will also need to give their NI number to HMRC to register for a secure login.
- Webmasters would be required to give the relevant contact details for WHOIS which is no longer publicly searchable on the internet without your permission.
- International visits may have certain requirements which will be made clear to you.

After Membership ends

Compass

The Scout Association and ourselves are data controllers in common for Compass.

Our responsibility is to close your role(s) which makes you inactive in Scouting and we will do this within one month in accordance with POR Chapter The Appointment Process 6.b.

The retention of the information is the responsibility of The Scout Association and adults consent to this retention when they join.

Locally

When an adult leaves Scouting, where applicable:

1. You will be removed from Circulation lists and Christchurch's Directory
2. Your record and access will be removed from OSM
3. Your info will be removed from accounts, trustee information etc.

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

Occasional Helpers

Registering as an Occasional Helper

Occasional helpers are not members of The Scout Association but agree to have a personal enquiry and disclosure check done so they may support Scouting regularly or overnight.

As an occasional helper, agreement to your data being held in The Scout Association's membership system (Compass) is a condition of application.

TSA and ourselves are data controllers in common for Compass and its use is governed by the Policy Rules and Organisation. [Access](#) is only obtainable by people in specific DBS approved and appointed roles who require it to manage the membership of adults.

Locally we will process your application in accordance with [POR](#):

POR Chapter Group 3.26.d and k - Occasional Helpers Personal Enquiry and disclosure

POR Chapter District 4.28.d and k - Occasional Helpers Personal Enquiry and disclosure

POR Chapter Other Matters 14.12 - Compass Membership System

"POR 14.12.g. All joining information must be either entered directly into compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass."

Your consent to your information being held will be held locally on behalf of TSA.

After we have your consent, we will meet with you to collect the information by inputting it online directly.

Whilst an Occasional Helper

Whilst an occasional helper, many items are managed in the same way as for member volunteers. These are listed below and can be referenced by clicking on the titles:

- Keeping your TSA membership information up-to-date
- Photographs
- Accident Forms
- Passing of the information to other people

Network scouts

Network scouts may also be adult volunteers and therefore an adult member of TSA. If so, their application will be processed as above and recorded on TSA's membership database, Compass. Then they will also be recorded as having the youth membership role of a Network scout.

Network scouts who are only a youth member will need to have a personal enquiry completed but not a DBS as do adult members. To complete this, they are added to Compass

Joining the Section

TSA also a data controller

When an adult starts in scouting, agreement to your data being held in The Scout Association's membership system is a condition of application.

TSA and ourselves are data controllers in common for Compass and its use is governed by the Policy Rules and Organisation. [Access](#) is only obtainable by people in specific DBS approved and appointed roles who require it to manage the membership of adults.

Application

Locally we will process your application in accordance with:

[POR](#) Chapter Group 3.26.m - The Appointment of Adults

POR Chapter District 3.5b ad 4.5b - Adults being added to Compass

Although your membership may be continuous from explorer scouts, as the consent was originally given by your parent, you will be asked to give your own consent to your information being held.

We will collect the information online during a meeting with you after we have your consent.

Membership of the Section

Whilst a member of Network, many items are managed in the same way as it you were a volunteer. These are listed below and can be referenced by clicking on the titles:

- Keeping your TSA membership information up-to-date
- Communications from The Scout Association
- Volunteer in the local section / group / unit and district
- Managing events and activities
- Photographs
- Accident Forms
- Census Statistics
- Passing of the information to other people

Braggers Wood bookings

Bookings for both accommodation and activities are received on our forms by email or post. Emails are never printed and paper forms are stored securely in the camp warden's office and the Activities Co-ordinator's office at home. All forms are destroyed shortly after the end of the calendar year.

Bookings for accommodation are managed in an online system from Panoptic SI Ltd. The only personal data entered is one of first name or surname of the person booking. Primarily the booking is identified by the group.

Activity schedules list the group name and the first name of the instructor.

Permit copies are no longer requested as this information is either checked by the local commissioner to those booking or via Compass for activity permits.

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 line manager 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 you can have online logins to be able to check and update some information yourself and if you speak to your line manager, they will work with you to get anything else corrected. The TSA online membership system we use gives you an

easy way to transfer your data to other parts of scouting, giving you your **right to data portability**. We can also transfer your OSM record.

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**. You may request to see the information we hold about you. It may be that what you would like to know is available from your logins.

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 line manager 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**. You may invoke the right to be forgotten so that all information we hold about you is deleted. This would mean an end of your 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 line manager 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.