



## 21<sup>st</sup> Romsey (Nursling & Rownhams) Scout Group



### **Data Protection, Confidentiality and Privacy Policy**

#### **Who is this for and what does it apply to?**

In May 2018 the Data Protection (DP) regulations were updated to be consistent with European legislation known as the General Data Protection Regulation (GDPR). This regulation applies to all organisations that hold any information that identifies living people.

DP rules do not apply to organisations holding only organisation data, with no names attached and the rules do not apply to individuals holding address books or, for example, Christmas card lists on computer.

In Scouts, DP applies to the lists of young people, adults and any other people recorded in a structured way for their future contact. It applies to the use of the Compass membership system from recruitment onwards and Online Scout Manager (OSM). It applies to information gathered from the website, to activity information forms and fundraising list information. It does not apply to incidental naming of people in, for example, minutes of meetings or action lists.

#### **Commitment**

21st Romsey Scout Group is committed to fully complying with the DP rules. This means that every person (leaders, administrators, honorary officers and executive members) involved in 21st Romsey Scout Group will observe this Policy.

#### **Formal Contact**

21st Romsey Scout Group is the Data Controller. The contact person is The Chairperson, 21st Romsey Scout Group: email [chair@21stromsey.co.uk](mailto:chair@21stromsey.co.uk) .

21st Romsey Scout Group processes personal data using paper and electronic systems. It works with partner data processors including The Scout Association, OSM, GoCardless, our banks (TSB and Virgin Money), Google and Dropbox. 21st Romsey Scout Group has determined that the partner organisation data processing on its behalf is compliant with GDPR as far as it can assess.

#### **The Legal Basis of our Data Processing**

21st Romsey Scout Group is an unincorporated educational children's charity. The young people it serves are members. Adults in leader, trustee and supporter roles are either members, associate members or non-members. The 21st Romsey Scout Group also processes data of helpers and benefactors.

To achieve the purposes of the charity we process data **for our legitimate interests**

This includes processing for the purposes of

- Administration of the Scouting Programme and Activities
- Governance
- Safety and safeguarding
- Fundraising and Public / Community Relations

This includes processing by holding paper and electronic records, processing with the facilities of our data processing partners and sending communications by paper and electronic means.

We process data **for legal reasons**

This includes for the purposes of

- Maintaining safety and safeguarding records in compliance with the Scout Association's Policy Organisation and Rules (POR).
- Maintaining accounting records as required by HMRC and charity regulation.

We process data by as a result of **data subjects' consent**

This includes

- For use in statistical reporting about inclusion, relating ethnicity and disability.
- For the purposes of fundraising by direct mail or electronic communications.
- The use of photographic images for publicity or promotional purposes.

### **Special Categories of Personal Data**

Data will be processed about members' and adult helpers' ethnicity, health, disability and religious belief to enable inclusion. Information about criminal records will be processed to inform recruitment decisions but will not be kept. (Disclosure of all criminal convictions and cautions and the provision of an enhanced certificate from the Disclosure and Barring Service is required for all adults in relevant roles, this being in compliance with the relevant legislation about filtering and rehabilitation of offenders)

The personal data of members and adult helpers we process will include full name and contact details, date of birth and age, records of service and training. Records of service will include roles and activities undertaken and role reviews. Relevant records will be kept for the management of Safety, Safeguarding and Personnel.

Website information will be kept for the effective management of the website and statistical purposes.

Financial information about payment of membership and activity fees, donations, the processing of gift aid and the maintenance of records will be kept as required by regulations. Payment of membership fees through the OSM-GoCardless system does not give 21<sup>st</sup> Romsey scout group access to the bank details of the payer. However, bank details may be required, and stored in the on-line banking system of TSB for the purposes of payment from 21<sup>st</sup> Romsey to an individual (also see the Group's "Guidelines for Expense Claims and Requests for Payment of Invoices").

## **Photographic Images**

The Group records CCTV images of the external areas of the HQ for the purpose of prevention and detection of crime. Unless required for the investigation of an incident, images are deleted after a maximum of 6 weeks. Normally images will only be viewed as a result of an adverse event, or in the course of system maintenance or training. The recording device is located in a locked cupboard.

Passport-style images of youth members may be stored on OSM, alongside personal information, in order to ease identification. Access to that image and information is limited to authorised users of OSM. In addition, the Group would like to use appropriate photographic images to inform current members of the Group's activities and for promotional purposes. However, since this is not an integral part of membership, consent will be required from the data subject (parent/guardian if under 18).

## **Sharing of your Personal Data**

Subject to Data Protection regulations the 21st Romsey Scout Group will share your data as relevant with the Scout Association, the Scout County and the local Scout District and Groups to enable the provision of the Scouting programme and activities, training opportunities, administration and promotion.

It would be shared as necessary to comply with legal requirements or, in other cases, when we have your consent.

It would be shared with medical services to protect your vital interests.

It would be shared when relevant for the good administration of the charity and security of our processes.

It will be processed by partner data processors including cloud-based services for the good administration of the 21st Romsey Scout Group and achievement of its charitable purposes.

Personal data may be transferred outside the UK and European Economic Area (EEA) through the use of cloud computing systems.

## **Confidentiality**

21st Romsey Scout Group is an organisation with approximately 24 leaders and an Executive Committee, with various levels of access to groups of Young Persons' and Adults' information. All persons with access to personal data are required to maintain that personal data in confidence and not to share it beyond a "need to know" basis. All persons with access to personal data are required to undergo the GDPR training provided by the Scout Association and conform to the principles outlined in this document. Anyone accessing personal information is required to only use devices that are secure by being in their own homes or Scouting offices else be protected by password and encrypted, and with system security and data back-up.

## **Safeguarding Partnership**

The 21st Romsey Scout Group is a member of The Scout Association and complies with its Policy, Organisation and Rules (POR). POR includes the safeguarding processes involving recruitment and safeguarding investigations. Personal information will be passed to the Scout Association for their processes in safer recruitment and safeguarding. Information will be passed to the Police when there is a relevant concern.

## Subject Access

Any person who is the subject of personal data held by the Group may make a subject access request by contacting the Group Chairperson: email [chair@21stromsey.co.uk](mailto:chair@21stromsey.co.uk). The request will be processed in accordance with current regulation.

Adult members of the Scout Association may access their personal data by logging into Compass. Adults are encouraged to keep this up-to-date themselves.

Parents of youth members can log into OSM to access and edit their OSM data.

## Registered with ICO

Since the Group operates a CCTV recording system we are required to notify the Information Commissioner's Office and to pay appropriate the data protection fee.

## Your Rights under Data Protection Regulation

Your rights are as follows

- **To be informed** about how we process your personal data: this Data Protection and Privacy Policy seeks to provide that information
- To **have any erroneous personal data corrected**: the 21st Romsey Scout Group requests all members to notify us of any changes and will update information without undue delay.
- To **object to processing**: the 21st Romsey Scout Group will comply with your request as far as possible, consistent with the safe and effective running of the Group. Some records are maintained for the formal administration of the charity, for safety and for safeguarding purposes; in these cases retention of records will be required.
- To **restrict processing**: the 21st Romsey Scout Group will comply with your request as far as possible, consistent with the safe and effective running of the Group.
- To have your **personal data erased**: the 21st Romsey Scout Group will comply with your request as far as possible, consistent with the safe and effective running of the Group.
- To **request access**: the 21st Romsey Scout Group will comply with current regulations.
- To **move, copy or transfer** your personal data: the 21st Romsey Scout Group will comply with your request as far as possible, acknowledging that adult member records are included in Compass. The transfer of young person's data in OSM may be possible.

## Questions about Data Protection or the use of Personal Data

Any questions or comments about data protection or this policy, notwithstanding your rights above, should be addressed to the 21st Romsey Scout Group Chairperson:

[chair@21stromsey.co.uk](mailto:chair@21stromsey.co.uk) .

## Adult Members' Personal records

The personal membership profile of each member is kept on Compass. It is the responsibility of each member to ensure that they keep their own record up to date. If anyone has difficulty in accessing their membership record then they should ask their line manager for assistance. The Scout Association Information Centre (0345 300 1818) may also be able to help.

## **Internal and Other Directories**

The compilation of any directory must have the approval of the Group's Executive Committee. Directories must only contain the information that is specifically consented to be included. The request for consent must include information about access to, or distribution of, the directory. The directory must be kept-up to date by a named person.

## **Programme, Activity and Training Registration**

Personnel will use appropriate and secure methods to gather information for registration. Only information that is necessary for the purpose will be requested.

Information may be gathered by paper or online forms. A data protection statement will be included in the form stating the whole use of the data and specifically identifying any sharing or not.

Activity registration data will often form part of relevant training and safeguarding information and so will be kept for the relevant time scale.

## **Retention of records**

Records will be retained for the good administration of the 21st Romsey Scout Group.

- For governance matters - indefinitely
- Attendance records for safeguarding purposes – indefinitely
- Adult membership, involvement and training records will be kept on Compass and not in other forms of record, therefore kept in compliance with the person's membership and Scout Association policy.
- The routine membership, involvement and training records of the young people in the Group will be kept on OSM. When the individual leaves the Group their name, attendance and badge records will be retained indefinitely, but sensitive personal information will be removed.
- Notes and records from Safeguarding investigations will be sent to the Scout Association for retention and not kept locally unless the Scout Association advises us to do so.
- For accounting purposes for 6 years after the end of the relevant year.

## **Consent for children**

Permission for children (under 18's) to participate in activities and to receive communications will require parent / guardian consent.

## **Electronic mailings**

Mailings will be sent for notification of events, administration and governance. Since the use of electronic mailing for these purposes is an integral part of the operation of the Group, consent to them is implied as a condition of membership.

Electronic mailings addressed to multiple parents will be sent blind copied. Members of specific groups or committees, such as the Group's leaders or members of the Executive Committee, will be asked to consent to joining mailing lists that may be used as open-copy.

It is not envisaged that electronic mailing will be used for the purposes of marketing, but should it arise the email will have an unsubscribe facility.

## Communication of this Policy

This policy is available on the 21<sup>st</sup> Romsey website and is also available from the 21st Romsey Scout Group Chairperson.

## Review of this Policy

This Policy will be reviewed periodically as any changes in regulations or best practice occur; this will be at least every 3 years.

## Agreed

This Policy was agreed by the 21st Romsey Scout Group Executive on 14 June 2018

Signed: *Rebecca Fouch* (Chairperson)      Date: 14 June 2018



Acknowledgment: This policy is based on the template provided by Hampshire County Scout Council

## Version control

<b>Name of document:</b>	<b>Data Protection, Confidentiality and Privacy Policy</b>
<b>Author:</b>	<b>Randell McKay, GSL (based on Hants County Scout Council document)</b>
<b>Approved by:</b>	<b>21<sup>st</sup> Romsey Scout Group Executive Committee</b>
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Scout Association number: 10014441

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## **Appendix 1**

### **Administrative Procedures in the 21st Romsey Scout Group**

All leaders, administrators and executive (personnel) with access to personal data will be trained in Data Protection. This will include reading this policy and undertaking the training module required by the Scout Association. Everyone with access to personal data must comply fully with the policy and to raise any concerns with their line manager or the data protection lead.

All personnel will only use the personal data of the 21st Romsey Scout Group for the achievement of the charitable purposes of the Group and not for any other reason. Personal data will only be accessed and processed as relevant to their role in the 21st Romsey Scout Group

Personal data must not be shared outside the 21st Romsey Scout Group except in accordance with the specific conditions of this policy.

Personnel may process data on their home PC providing it is secure from possible unauthorised access. PCs must be protected by firewall and internet security.

Data will only be placed on portable devices if alternatives are unavailable (i.e. there is no internet access to the data on OSM, Compass, GoogleDrive, Dropbox etc). If data is downloaded the device must be subject to password protection and encryption.

When a PC or portable device is disposed of then the data on the hard drive must be properly and fully erased, not just deleted.

Data must be backed up regularly and securely.

Paper based files, including those held out of the home or Scout HQ, must be kept securely. Files must only be transported when essential and when the data security risk has been considered and a management system put in place.

## Appendix 2

### Data Protection and Confidentiality Agreement

All volunteers and employees with 21st Romsey Scout Group roles who can access personal data of others in Scouting are required to read the Policy and confirm that they understand it and will comply with it. In the case of any doubt they must obtain advice from their line manager or the Data Protection Officer prior to any further data processing about the matter in hand.

I have read and understood the Policy.

I agree to comply with the Data Protection and Confidentiality Policy.

I will only access or share information that is necessary and with those who need to know.

I will only download information if it is necessary to do so.

I will not retain personal data unless it is specifically part of my role.

Any mobile device I use holding personal data will be password protected. Where it is necessary to use a memory stick it will be password protected and encrypted.

I will ensure that any device I have used is cleaned of data before disposal.

I will undertake such GDPR training as may be required by the Scout Association, including refresher courses.

Name: ..... Signed: ..... Date: .....

A signed copy of this agreement must be given to either the Group Scout Leader (leaders) or the Group Chair (members of the Executive Committee and sub-committees), along with evidence of completion of the Scout Association GDPR training. The GSL or Group Chair will retain the record indefinitely as a matter of good governance.

Unless otherwise requested updates to this policy will be notified by email. The current version is available in the members' area of the group website.

## Appendix 3

### Summary Data Protection and Privacy Statement

21st Romsey Scout Group is committed to compliance with UK Data Protection regulations and best practice in how it meets its duties. All personnel are required to adhere to the Data Protection, Confidentiality and Privacy Policy and to sign a declaration of compliance.

21st Romsey Scout Group is the data controller and works with the Scout Association and others to process data.

21st Romsey Scout Group is an unincorporated educational children's charity that runs activities for the development of young people and supports Hampshire Scout Districts and Groups. Personal information of young people, adults, helpers and donors is processed.

The legal basis of this processing is **for our legitimate interests**, including administration of the Scouting programme, governance, safety and safeguarding, employment reasons, fundraising and public relations.

We process data **for legal reasons** including maintaining safety and safeguarding records in compliance with the Scout Association's Policy Organisation and Rules, employment purposes, and maintaining accounting records as required by authorities.

We process data by reason of **data subjects' consent** including

- The use of photographic images as a historical record and to publicise our activities
- Providing direct electronic communications
- Fundraising
- Statistical reporting about inclusion relating to ethnicity and disability

Personal information is only used and shared internally and externally as required for the purposes of Scouting or as required by law.

Personal data is retained as required for the good administration of 21st Romsey Scout Group and as required by law. Members' data may not be completely erased from the Scout Association database for reasons of legitimate interest, including safeguarding.

Data subjects may make a subject access request by contacting the Chairperson of the Group: [chair@21stromsey.co.uk](mailto:chair@21stromsey.co.uk). Data Subjects have rights in accordance with the UK data protection regulations (GDPR).

The full 21st Romsey Scout Group Data Protection, Confidentiality and Privacy Policy is available in the members' area of the Group website ([www.21stromsey.co.uk](http://www.21stromsey.co.uk)) and from the Group Chairperson: [chair@21stromsey.co.uk](mailto:chair@21stromsey.co.uk).

Bex Fouch (Group Chair)

Randell McKay (Group Scout Leader)

14 June 2018