



# Tamworth District Scout Council

## GDPR Policy

Last reviewed: March 2021

Approved by: District Chair

Enquiries to: [datacontroller@tamworthscouts.org.uk](mailto:datacontroller@tamworthscouts.org.uk)

## Data Protection and GDPR

This notice is issued in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (GDPR).

These Regulations govern how Personal Information (PI) can be handled and how it must be protected by Data Controllers. Because of the information held on its members, Tamworth District Scout Council (TDSC) is classed under these Regulations as a Data Controller and, therefore, must comply with the Regulations. For general information about these Regulations and how they apply in Scouting see further guidance on GDPR at <https://www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management>.

The Data Protection Act 1998 governs the collection, recording, storage, use and disclosure of personal data whether such data is held electronically or in manual form. Young people have the same rights as adults under the Act.

### Why are we processing your data?

So that we can safely deliver Scouting within Tamworth District each Section i.e. Beavers, Cubs, Scouts, Explorers and Network, the District Commissioner Team and the TDSC Executive Committee may need to hold personal information about its members, their parents and/or carers and details of adult volunteers (the Data Subjects).

**Personal data will only be collected and used for the purpose of activities directly relating to Scouting and/or a person's membership or association with Scouting.**

We will use this information to routinely contact you with, for example, newsletters and invitations to Scouting events that we are running or planning on attending or to make contact in an emergency.

### Where will the data be held?

We may use Online Scout Manager (OSM), a third-party online management system (Data Processor) for handling, collecting and storing personal data relevant to the day to day running of the District. This system has been developed specifically for Scouting and Guiding organisations. More information about the security measures employed by OSM, to protect all personal data can be found at <https://www.onlinescoutmanager.co.uk/security.html>.

Personal Data held by TDSC on its members may be stored on this online platform. We may conduct reviews and updating of information held, including payments, bookings, etc. through this system. No paper records of this information are held, although on limited occasions records may be printed out for taking to events/camps/sleepovers where online access may not be possible. These physical records are then destroyed as soon as is practicable after the event.

Whilst there is no direct access for parents or adult members to this information, the information held will be readily provided at the request of a parent or guardian in the case of a child, or the member concerned in the case of an adult. This information can be obtained by request to the TDSC Data Protection Officer (DPO) contact: [datacontroller@tamworthscouts.org.uk](mailto:datacontroller@tamworthscouts.org.uk). All parents/guardians/carers

and adult members are required to ensure that information held by the District is up to date by notifying the DPO of any changes.

On occasion, events and activities may use paper records. These physical records are destroyed as soon as is practicable after the event.

Some Personal Information held on adult members of the District is handled through the Scout Association Online System, 'Compass'. This has been developed and is managed by the Scout Association for the recording of adult details, training, permits, DBS Disclosures, etc. Information about the use of Compass in the context of GDPR can be found at <https://compasssupport.scouts.org.uk>.

As far as possible, all email correspondence to and from us, including any correspondence with third parties, parents and for hall hire, is undertaken through TDSC Officers' email addresses. These emails are stored on secure servers and/or locally by the Officers.

Sometimes we run meetings online using the Zoom video-conferencing and online chat platform that has been approved for use within Scouting by The Scout Association. More information about Zoom's GDPR policy can be found at <https://zoom.us/gdpr>.

Photographs, videos and audio recordings may be taken of our members taking part in Scouting activities and stored as hard copies or digitally on personal smartphones, cameras and computers held by District members. These may then be transferred to the TDSC website and/or TDSC Facebook accounts. Facebook security information can be found at <https://www.facebook.com/business/gdpr>.

All text/phone call correspondence is conducted through personal mobile or landline telephones held by the various TDSC members.

Visitors to the TDSC District Activity Centre (DAC) are required to check-in using the electronic booking-in system in the foyer. This records the visitor's name and telephone number as well as the times they enter and leave the facility for COVID Track and Trace purposes. In most circumstances, this information is deleted after three weeks or according to government guidelines on Track and Trace. In the case of accidents, information may be held indefinitely, as required by law.

The booking-in system can also be held to report maintenance issues. No personal data is associated with these records and they are deleted when the issue has been rectified.

The DAC can be hired for use by scouting and non-scouting organisations. Personal data on the leader of each hirer (name, address and telephone number) is held by the DAC bookings officer in the form of paper records. These are destroyed within three months of the end of the rental period.

## What data will we process?

The data we may process about our members may include, but is not limited to, names, dates of birth, addresses, email addresses, telephone numbers, doctor's details, health conditions (including allergies), dietary requirements, payment information, gift aid registration, anonymised ethnicity information.

Photographs, videos and audio recordings may be taken of our members taking part in Scouting activities and these may be published on our website, social media platforms and other internal and external communications.

Occasionally, we may submit Photographs or Videos to local print, broadcast and/or digital media, Staffordshire County, Tamworth District and/or National Scouting newsletters and/or websites or put on display for the sole purpose of promoting Scouting.

We will never provide the names of any young person when using any of the above media without the express, written permission of parents/guardians.

CCTV is in operation within the buildings and grounds of the TDSC District Activity Centre (DAC), located at Deltic B77 2DU. This is purely for the purposes of security and crime prevention. It is operated in accordance with the TDSC CCTV policy, a copy of which can be found on the Tamworth Scouts website at <https://tamworthscouts.org.uk>.

## Who will have access to this data?

Members of the TDSC Leadership Team and the Executive Team will have varying levels of access to this information according to their role and information needs. **Everyone who has access to this data holds a current Scouting Enhanced DBS certificate and will have undertaken training in GDPR.**

Tamworth District is part of Staffordshire Scouts (the County). Tamworth District will periodically join in events that are run by other Groups/Districts or the County. For these events essential data required to provide safe scouting may be shared with the organisers for the purpose of the event only.

As part of a larger Scouting Organisation, Tamworth District shares certain records and information held from time to time with the Scout Association headquarters. No information is passed outside the District to Third Parties.

Our closed Facebook page is restricted to our youth members over 13 years old, adult members of our Groups and District, and supporters/significant alumni of the Groups and/or District.

If an individual's name and/or details are inadvertently disclosed and you have a concern about this please contact the DPO on: [datacontroller@tamworthscouts.org.uk](mailto:datacontroller@tamworthscouts.org.uk)

## How long do we retain the data for?

We will retain data for as long as the Data Subject remains a part of our District and for up to 12 months thereafter. After 12 months, we will retain some data in a more limited form (just name and badge records). We will also keep any Gift Aid information for the statutory 7 years required by HMRC.

If a member moves to another Scout District we will ask for permission before we share any data with the new District.

## Your Rights

Individuals can request a copy of their personal data by making a Subject Access Request (SAR) to us at [datacontroller@tamworthscouts.org.uk](mailto:datacontroller@tamworthscouts.org.uk)

If you have any questions related to the Data we hold, or any questions about your rights please contact us at [datacontroller@tamworthscouts.org.uk](mailto:datacontroller@tamworthscouts.org.uk)

## Request to Disclose Personal Data Form

Data Protection Contact Details	Email:	<a href="mailto:datacontroller@tamworthscouts.org.uk">datacontroller@tamworthscouts.org.uk</a>
	Website:	<a href="http://tamworthscouts.org.uk">tamworthscouts.org.uk</a>

Under data protection legislation (General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018)) Tamworth District Scout Council (TDSC) must process personal data lawfully, fairly, transparently and for specified purposes (and not further processed in a way that's incompatible with those purposes).

Exemptions apply which allow TDSC to process (including disclosing) personal data in certain circumstances. However, there must always be a legal basis for the processing. TDSC has compiled this form to support you in making your request for disclosure of personal data. Please complete all relevant sections, giving as much information as possible. We will use it to:-

- help us identify the data subject(s) and personal data relevant to your request,
- determine as a data controller whether or not we are able to process/disclose the personal data, and
- document the request and provide an auditable trail.

Unless TDSC is satisfied that we are authorised to process the personal data by a legal basis in keeping with the data protection principles and data subject rights, or exemptions provided by the DPA 2018, we will be unable to disclose the personal data to you.

## Your details as a requester

Full name:	
Organisation:	
Role within your organisation:	
Email address:	
Telephone number:	

## Legal basis for processing and applicable exemptions

<b>All processing of personal data must have a legal basis. Please describe which bases apply to this request:</b>	
Consent of the data subject	
Performance of a contract	
Comply with a legal obligation	
Protect vital interests	
Performance of a public task or exercise of official authority	
Legitimate interests	

**If you are requesting special category data, please specify the additional legal basis you are relying on (or exemptions in the Data Protection Act 2018):** (Mainly see Schedule 1 of the Data Protection Act 2018)

**If you are relying on exemptions in the Data Protection Act 2018 for the disclosure of personal data, please specify which exemptions:** (Mainly see Schedules 2-4 of the Data Protection Act 2018)

**If non-disclosure would be likely to prejudice the purposes for which you are requesting disclosure of personal data, please explain:**



# Details relating to the personal data you are requesting

Please include as much information as possible to help us identify the personal data you are requesting.			
The personal data requested covers the following dates.			
From:		To:	

## Signatures

Signature:		Dated:	
Position/Role:			

\*You can complete this form electronically and send it to [datacontroller@tamworthscouts.org.uk](mailto:datacontroller@tamworthscouts.org.uk), or print it out, complete manually, scan it and send to the same email address.