

## Privacy Notice

### 10<sup>th</sup> Chippenham Scout Group ('The Group')

The Group must process personal data (including sensitive personal data) so that it can provide Scout Association activities to young people – in doing so, the Group acts as a data controller.

The Group must have a legal basis for processing the personal data (including Sensitive Personal Data) of adults and children connected to the Group.

We will only use personal data in accordance with the terms of the following statement.

#### 1. Information we may collect from or about you

You may give your and/or your child's personal details to the Group directly, such as when requesting to place your child on the 10<sup>th</sup> Chippenham Scout Group waiting list, the personal details forms which you complete when you or your child joins The Group or transfers from one section to another, when completing activity permission forms or by corresponding with us by phone, email, website enquiry or otherwise.

The information you give us may include (but not limited to) your name, contact details, your child's name, religion, school, hobbies, ethnicity, emergency contact details, health and disability and photographs.

We may also hold information relating to you/your child, for example, badge records or correspondence with or about you/your child, for example, emails to/from section leaders, conversations with you/your child.

Regarding each of your visits to our website we may automatically collect the following information to assist us in providing a quality service to you:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, will be collected if you use the contact us facility only;
- anonymous operating system data such as browser type and version, time zone setting, browser plug-in types and versions, screen resolution, operating system and platform and a 'hit' counter, these are commonly called "Cookies".

#### 2. Use of personal data

##### a. Purpose of processing and legal basis

The Group will collect personal data (which may include sensitive personal data) and will process personal data for the purposes of providing Scout Association activities. The legal bases we rely upon to offer this service to you are:

- Consent
- Legitimate interest
- Legal obligation

##### b. Legitimate interest

Where the Group has relied on a legitimate interest to process personal data our legitimate interests are as follows:

- due diligence, including for example, safeguarding of young people, Equal Opportunities monitoring, ensuring activities are safe for young people to participate in;
- to comply with Scout Association *Policy, Organisation and Rules (POR)*;
- for the establishment, exercise or defence of legal claims;
- individual rights, to prevent unwanted processing of personal data of individuals who exercise their right to be forgotten;

### c. Recipient/s of data

The Company will process personal data with the following recipients:

- The Scout Association;
- Government bodies;
- External service providers offering services to support the fulfilment of Group activities, including for example, Online Scout Manager or Activity Centres.

### 3. Data retention

The Group will retain your personal data only for as long as is reasonable and necessary.

Where the Group has obtained your consent to process your/your child's personal and sensitive personal data, we will do so in line with Scout Association policy.

The Group will retain your/your child's personal data and sensitive personal data for a period of one year from the date of leaving the Group.

### 4. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Group processes on you/your child;
- The right of access to the personal data the Group processes on you/your child;
- The right to rectification of your/your child's personal data;
- The right to erasure of your/your child's personal data in certain circumstances;
- The right to restrict processing of your/your child's personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your/your child's personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

#### 4.1 Subject access request (SAR)

You have a right to request a copy of the personal data The Group holds about you/ your child. The Group will respond to a SAR within 1 month of receiving the completed SAR form. To instigate a SAR contact the Group Scout Leader (GSL) via the website contact form.

#### 4.2 Deletion Request / Right to be forgotten (RTBF)

You have the right to request to be forgotten which means once implemented, The Group will no longer store or process your personal data or that of your child, providing there are no legal obligations or legitimate interest reasons which require us to retain the personal data and/or sensitive personal data for a longer period.

Should you exercise your RTBF, The Group will not be able to fulfil its lawful obligations to you/your child, therefore no longer able to maintain your/their membership of 10<sup>th</sup> Chippenham Scout Group.

#### **4.3 Automated decision making**

The Group will not subject individuals to decisions based on automated processing that produce legal effect or a similarly significant effect on the individual.

#### **5. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: The Group Scout Leader via our website contact form:

<http://www.10thchippenham.co.uk/contact.htm>

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>