

Privacy Information Notice

20th Sheffield Scout Group

20th.org.uk/privacy
#SkillsForLife



Scouts

20th Sheffield



Privacy Information Notice

1. Introduction

1.1. In compliance with the [General Data Protection Regulation](#) (the “GDPR”), this Privacy Information Notice tells you what to expect when 20th Sheffield Scout Group (which, for the purposes of this document, includes our attached Explorer Scout Unit, eXu) collects personal data. It applies to information we collect about:

- visitors to our website;
- people who contact us for the first time via the contact form on our website or by email;
- people on our waiting list;
- current members of 20th Sheffield Scout Group, i.e. Beavers, Cubs, Scouts and Explorer Scouts, Scout Leaders, members of our Active Support Unit and of the Executive Committee;
- people with parental responsibility for members of 20th Sheffield Scout Group;
- people named as emergency contacts for members by members' parents/legal guardians;
- former members of 20th Sheffield Scout Group; and
- people who book tickets to our events via our [Ticketsource](#) site.

1.2. We may also receive information about our members, their parents or legal guardians and emergency contacts from the member's previous Scout Group.

2. Who are we?

2.1. The Executive Committee of 20th Sheffield Scout Group is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. Data – what is it?

3.1. **Data** is information we collect about an individual. It includes:

- **Personal data:** this relates to a living individual who can be identified from that data, e.g. name, address, telephone number, membership number. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession.
- **Sensitive personal data:** this includes information about an individual's health.

3.2. Parents/legal guardians are responsible for the data of members aged under 13. When a member reaches the age of 13, they can be responsible for their own personal data.



4. Data – what do we collect?

4.1. Visitors to our website:

- Our website (<http://www.20th.org.uk>) is hosted by squarespace.com. Our website collects personal data to power our site analytics, including:
- Information about your browser, network, and device
- Web pages you visited prior to coming to this website
- Your IP address

This information may also include details about your use of this website, including:

- Clicks
- Internal links
- Pages visited
- Scrolling
- Searches
- Timestamps

Squarespace needs the data to run this website, and to protect and improve its platform and services. Squarespace analyses the data in a de-personalized form. We share this information with Squarespace, our website analytics provider, to learn about site traffic and activity.

4.2. Our website uses cookies and similar technologies, which are small files or pieces of text that download to a device when a visitor accesses a website or app. For information about viewing the cookies dropped on your device, visit [The cookies Squarespace uses](#).

- [These functional and required cookies are always used](#), which allow Squarespace, our hosting platform, to securely serve this website to you.
- [These analytics and performance cookies](#) are used on this website, as described below, only when you acknowledge our cookie banner. This website uses analytics and performance cookies to view site traffic, activity, and other data.

4.3. This website uses font files from Google Fonts and Adobe Fonts. To properly display this site to you, servers where the font files are stored may receive personal information about you, including:

- Information about your browser, network, or device
- Your IP address

4.4. When you submit information to this website via a webform, we collect the data requested in the webform in order to track and respond to your submissions. We share this information with Squarespace, our online store hosting provider, so that they can provide website services to us. We also share this information with Zapier for data porting.



- We may use Google Analytics to collect anonymous internet log information and details of visitor behaviour patterns when someone visits our website, <http://www.20th.org.uk>, for example the number of users viewing pages on the site, in order to monitor and report on the effectiveness of the site and help us improve it. We may collect this information in a way which does not identify you and we do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.
- All content on our website is copyright protected. All photographs that appear on our website are copyright of their owner.
- Any views posted on our website are not necessarily the views of the Scout Association.

4.5. The personal data we hold about people who contact us via the Contact Form on our website includes:

- Name, email address and telephone number.

4.6. The personal data we hold about people on our waiting list, supplied by parents/legal guardians on our [Waiting List Application](#) form includes:

- Name, date of birth, gender, address of the young person to be placed on our waiting list, their parents'/legal guardians' names, their parents' email addresses and their parents' telephone numbers.

4.7. The data we hold in [Online Scout Manager](#) about current members of 20th Sheffield Scout Group, their parents/legal guardians, and their emergency contacts includes:

- The member's name, date of birth, gender, address, email address, NHS number, additional needs, photograph; GP's name, address and telephone number.
- The member's parents'/legal guardians' names, addresses, email addresses and telephone numbers.
- The member's emergency contact's name, address, email address and telephone numbers. **NOTE:** It is the responsibility of the person supplying us with the emergency contact's personal data (usually the member's parents/legal guardians) to gain consent for us to hold their data and we will ask you to confirm on [Online Scout Manager](#) that you have done this.



4.8. The data we hold in [GoCardless](#) about members' parents/legal guardians includes:

- Name, address, email address, name of bank and last two digits of your bank account number.

4.9. The personal data we hold about former members of 20th Sheffield Scout Group, i.e. our alumni, includes:

- Name, address, email address and telephone number.

4.10. The personal data we hold about people who book tickets to our events via our [Ticketsource](#) site includes:

- Name, address, email address and telephone number.
- 20th Sheffield Scout Group does not have access to your payment method data, e.g. credit card number.

5. How do we process your data?

5.1. 20th Sheffield Scout Group complies with its data protection obligations by keeping data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; and by ensuring that appropriate technical measures are in place to protect data.

5.2. We use your data to communicate with you and to carry out our obligations as Scout Leaders. In addition, we may collect data for registration to events, including nights away, in some cases this data will be Sensitive Personal Data, which we ask for to allow us to provide appropriate care for members whilst under our supervision.

5.3. We process your data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public as specified in the Scout Association Policy, Organisation and Rules (POR).
- To administer membership records.
- To organise events, fundraise and promote the interests of the Group.
- To manage our volunteers.
- To maintain our own accounts and records.
- To operate the 20th Sheffield Scout Group's website and deliver the services that individuals have requested.
- To keep you informed about events and activities run by the 20th Sheffield Scout Group and news from 20th Sheffield Scout Group.
- To process gift aid applications.
- To conduct research about your opinions of 20th Sheffield Scout Group.



6. What are the legal bases for processing your data?

6.1. With explicit consent of the data subject:

- to process Gift Aid donations. For members, we gain your consent for this via [Online Scout Manager](#). For non-members, we will ask you to sign a form.

6.2. By a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

6.3. For the purposes of legitimate interests pursued by the Data Controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

6.4. To protect the vital interests of a data subject or another person.

7. Who has access to your data and who do we share it with?

7.1. Only individuals who need membership information to carry out their role with the 20th Sheffield Scout Group will have access to your data.

7.2. We may share your data with other local Scout groups where this activity is required to deliver our obligations, such as stand-in leaders. We may also share data within The Scout Association.

7.3. We may share data with third parties outside of 20th Sheffield Scout Group when necessary to protect the vital interests of the data subject or another person, for example in a medical emergency, or with your consent, for example if you have signed-up for Gift Aid on [Online Scout Manager](#) we will share your name and address with HMRC to process your Gift Aid donation.

8. How long do we keep your data?

8.1. **People who contact us by email or via the contact form on our website:** we keep your data until we have resolved your query, after which we will destroy it unless you have given us consent to hold it for longer.

8.2. **People on our waiting list:** we keep your data until you accept or decline the offer of a place in 20th Sheffield Scout Group.

8.3. **Members of 20th Sheffield Scout Group:** we keep your data until you are no longer a member of 20th Sheffield Scout Group, unless you become an alumnus in which case paragraph 8.5 applies.



- 8.4. **Parents/legal guardians of members of 20th Sheffield Scout Group:** we keep your data until you no longer have a young person who is a member of 20th Sheffield Scout Group. The only exception to this is that we retain Gift Aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate for accounting purposes.
- 8.5. **Former members of 20th Sheffield Scout Group:** when a member leaves the 20th Sheffield Scout Group, we may ask their parents, if the member is aged under 13, or the member if they are aged 13 or over, whether they wish to become an alumnus. We may also ask the former member's parents/legal guardians whether they wish to become an alumnus. We will review the retention of data of our alumni every 5 years by writing to you to ask you if we can still hold it and whether it is up to date. We only retain your data so we can keep in touch with you, for example to notify you about events being organised by the 20th Sheffield Scout Group.
- 8.6. **People named as emergency contacts by those with parental responsibility for members:** we keep your data until the member for whom you are the emergency contact leaves 20th Sheffield Scout Group or we are notified that you are no longer their emergency contact.
- 8.7. **People who buy tickets to our events via our [Ticketsource](#) site:** we retain the data you enter into Ticketsource for 12 months after which time it is automatically deleted unless you have opted-in to receive further marketing communications from us.

9. Your rights and your data

- 9.1. Unless subject to an exemption under the GDPR, you have the following rights with respect to your data:
- The right to request a copy of your data which the 20th Sheffield Scout Group, holds about you.
 - The right to request that 20th Sheffield Scout Group corrects any data if it is found to be inaccurate or out of date.
 - The right to request your data is erased where it is no longer necessary for the 20th Sheffield Scout Group to retain such data.
 - Under certain circumstances, the right to withdraw your consent to the processing.
 - The right, where there is a dispute in relation to the accuracy or processing of your data, to request a restriction is placed on further processing.
 - The right to lodge a complaint with the Information Commissioners Office.



10. Further processing

10.1. If we wish to use your data for a new purpose, not covered by this Privacy Information Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

11. Photographs, video, audio and social media

11.1. Photographing and videoing children whilst on Scouting activities has raised some questions as to what is and what is not acceptable. This section hopefully clarifies some points.

11.2. Promoting Scouting is important, and it is in the interests of all to advertise what we do through the use of appropriate and positive images. We therefore have to manage how we publicise these materials.

11.3. When a new member joins the Scout Group, their parents or legal guardian will be asked to indicate on [Online Scout Manager](#) whether they agree to the use of photos and videos from activities within Scouting for Scouting purposes. These include (but are not inclusive of) the group, district or county websites, local newspapers, the newsletter, the noticeboard at the Scout Room and the local press. Photos or Videos may appear on our Facebook sites.

11.4. Social media is used as a means of promoting our brand and our activities. Leaders have undertaken specific training for using social media. For example, our Facebook sites allow us to quickly share news and photos that we think are appropriate to a wider audience.

11.5. It is our policy to:

- As far as reasonably possible, ensure children whose parents/legal guardians have not given permission are excluded from promoted media.
- Only identify children appearing in our media by name if we have obtained their permission to do so. If we would like to identify individuals by name, we will ask for the subject of the photo for permission to use their image and whether we can identify them by name. This ensures that they are aware of the way the image will be used. This does not need to be a formal permission form, an informal verbal agreement that explains what the photo will be of and how it will be used is sufficient. (Please note the Press will often use full names when they can, however we always encourage the use of generic terms such "A Scout...").
- Only use photos/videos of suitably dressed subjects and in appropriate situations.
- Follow the Scout Association's "[Young People First](#)" policy.
- Encourage the use of photos/videos in materials promoting Scouting (including the wider press) providing the above criteria have been met.



- 11.6. It is not a legal requirement to obtain parental/legal guardian or the member's permission (as the copyright of the image belongs to the photographer and not the subject) however we ask parents/legal guardians/members as a matter of good practice and manners.
- 11.7. The local press (and sometimes the national Press) are often invited to Scouting events and may wish to photograph or video members doing Scouting activities.
- 11.8. We are unable to control members of the public or the press taking photos when Scouts are appearing in a public place (such as parades). In these situations, they require no invitation or permission. Photographs or video taken by Press photographers without invitation or permission when it is required are subject to the normal [Independent Press Standards Organisation Code of Practice](#).
- 11.9. We are also unable to control photographs or video taken by other parents whilst at Scouting events. We ask that all parents are sensible when sharing media (particularly via social networking) and follow the guidelines set out above.

12. How we will contact members

12.1. Sometimes we'll need to get in touch with members, but we'll always follow these rules:

- for Beavers, Cubs and Scouts all contact will go via the member's parents/legal guardians;
- we may contact Explorer Scouts directly, but a parent/legal guardian will be copied in.

13. Contact details

- 13.1. To exercise all relevant rights, queries or complaints please in the first instance contact the Membership Secretary, 20th Sheffield Scout Group, membership@20th.org.uk
- 13.2. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Version 2, 1 January 2022