South East Scotland Scouts Privacy Notice

Our contact details:

Name: South East Scotland Regional Scout Council

Address: Bonaly Scout Centre, 71 Bonaly Road, Edinburgh, EH13 OPB

E-mail: dataprotection@sesscouts.org.uk

This privacy notice was last updated on 18th November 2024

The type of personal information we collect

We currently collect and process and following information about youth member's:

- Parent/carer's name, phone number and email address
- Young person's name, gender (if your parent/carer wishes to provide it when completing your registration form), date of birth, postcode, local authority you live in
- Any additional comments provided during the application process
- Section, group, district registration
- Length of membership
- Details of events, activities and awards gained at a Regional level
- Details of health conditions
- Race or ethnic background, religion and nationality
- Permission to take and publish event photographs

We currently collect and process the following information about adult members:

- Name and contact details
- Length and periods of service (and absence from service)
- Details of training you receive
- Details of your experience, qualification, occupation, skills and any awards you have received
- Details of Scouting events and activities you have taken part in
- Age/date of birth
- Details of any health conditions
- Details of disclosure checks
- Any complaints we have received about you
- Details about your role(s) in Scouting
- Details about your membership status
- Race or ethnic background
- Religion
- Nationality

We currently collect and process the following information about donors:

- Name and contact details

- Address
- Details of donations and interaction, such as communications and events and any restrictions pertaining to the donation
- In some circumstances we may also hold details on:
    - Your capacity to give
    - Your propensity to give
    - Your closeness to South East Scotland Regional Scout Council
    - Information to enable us to claim gift aid

We currently collect and process the following information about customers and visitors to our activity centres. This can include guests, suppliers, tradespeople and contractors:

- Name and contact details
- Length and periods of service (and absence of service)
- Details of training you receive
- Details of your experience, qualifications, occupation, skills and any awards you have received
- Details of Scouting events and activities you have taken part in
- Details of next of kin
- Age/date of birth
- Details of any health conditions
- Details of disclosure checks
- Any complaints we have received about you
- Details about your role(s) in Scouting
- Details about your membership status
- Race or ethnic background and native languages
- Religion
- Nationality

Our activity centres operate a small CCTV network to help prevent and detect crime and safeguard young people and others. If we can identify someone from a CCTV image, the image must be processed as personal data. This is supported by a CCTV policy.

How we get the personal information and why we have it

Most of the personal information we process is either provided directly by you or if you are under 18 it will be provided (on your behalf) either by your parent/carer or your Scout Group/District for the following reasons:

- To process your joining request and pass you onto an appropriate Scout Group, Scout District or directly to South East Scotland Scout Region. We may share this information with other Scouting charities within South East Scotland, with Scouts Scotland and with the UK Scout Association.
- To retain you as a youth member
- To plan for future youth provision

- To ensure you can participate safely in events, activity programs, award schemes and meetings
- To facilitate your use of our activity centres

For those over 18 years of age, we also receive personal information indirectly, from the following sources in the following scenarios:

- We carry out a Disclosure Check (PVG) and we retain the results of this check in accordance with The Scout Association's systems and policy. Which is documented here: https://www.scouts.org.uk/volunteers/running-things- locally/recruiting-and-managing-volunteers/appointing/disclosure- checking/

If you are over 18, we will also process your personal information:

- To communicate with you
- To retain you as an adult member
- To ensure that you can participate safely in events, activity programs, award schemes and meetings
- To process any complaint received about you, where we will follow The Scout Association guidance set out at: https://www.scouts.org.uk/about-us/policy/scouts-complaints-policy/
- To facilitate your use of our activity centres

Lawful basis for processing your personal information

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis for processing your information varies depending on why we are processing it:

- We have a legitimate interest to process the applications of both young people and adults, in response to their wish to join the Scout Association, and thereafter retain them.
- We have a legitimate interest to process information for both adults and young people in order for them to participate in events, activity programs, award schemes and meetings.
- We have a legitimate interest, such as when we take photographs of over 18's at organised events and consent is not appropriate. For under 18's specific consent is collected.
- We have a legal obligation to process the data, e.g. PVG referrals.
- We will rely on vital interests if the processing is necessary to protect your life and you or your parent/carer cannot provide consent.
- We have a contract with you (or an organisation you are part of) to provide services at one of our activity centres.

When we process special category data, we rely on the following lawful bases:

- Religion, race or ethnic background we rely on equality of opportunity or treatment under Schedule 1 of the Data Protection Act (2018)

Any health conditions, we rely on health or social care purposes under schedule 1 of the Data Protection Act (2018).

Where we store your personal information

Your information is securely stored in the United Kingdom.

How long we store your personal information

We keep the information provided to process your joining request for as long as you are a member.

When you cease to be a member, your data will be securely deleted in line with our Data Retention Policy, which can be found here: *INSERT LINK*

Your data protection rights

Under data protection law, you have rights including:

- Your right of access – you have the right to ask us for copies of your personal information.
- Your right to rectification – you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – you have the right to ask to us to erase your personal information in certain circumstances.
- Your right to restriction of processing – you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing – you have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability – you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

We retain information in line with our Data Retention Policy, which can be found here: *INSERT LINK*

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please note that some of these rights are subject to an internal assessment that one of the grounds under the UK GDPR is satisfied.

Our practices are in line with the Data Protection Policy set out by the Scout Association which can be found at https://www.scouts.org.uk/about-us/policy/data-protection-policy/

Please contact us at dataprotection@sesscouts.org.uk if you wish to make a request. Alternatively, you can send a letter addressed to Data Protection Lead, South East Scotland Scouts, Bonaly Scout Centre, 71 Bonaly Road, Edinburgh, EH13 OPB

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@sesscouts.org.uk. Alternatively, you can send a letter addressed to Data Protection Lead, South East Scotland Scouts, Bonaly Scout Centre, 71 Bonaly Road, Edinburgh, EH13 OPB.

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO Website: https://www.ico.org.uk