



1st Fressingfield Scout Group.
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18th January 2018

DATA PROTECTION – FAIR PROCESSING NOTICE

1st Fressingfield SCOUT GROUP

1. Purpose

This Fair Processing Notice (or Privacy Notice) is issued in accordance with the forthcoming EU General Data Protection Regulation and the Data Protection Act 2018. It covers all data processing activity undertaken within 1st Fressingfield SCOUT GROUP, for the purposes of this document the definition of Group includes the attached Explorer Scout Unit, (the Group).

2. Data Controllers

The Data Controller for the Scout Group and the alternative contacts are as follows:

Name	Role	Telephone	Email
Andrew AaldersDunthorne	Group Scout Leader	07908 262623	andrew.aaldersdunthorne@talk21.com
Dawn Carman-Jones	Group Administrator	07734 731817	dawn@dawncj.co.uk

The Group has not formally appointed a Data Protection Officer. These duties will be undertaken by the Data Controller.

3. Why are we processing your data?

So that we can safely deliver scouting within the Group, each section, i.e. Beaver Scouts, Cub Scouts, Scouts and Explorers, and the Group Executive Committee will need to hold basic demographic information about the young people, their parents or carers and our adult volunteers, (the Data Subject(s)).

We will use this information to contact you both routinely and in an emergency.

4. What data will we process?

The data we will process of our young people will include:

- Names
- Addresses
- Telephone Numbers
- Email addresses
- Health conditions
- Dietary requirements
- 3rd Party Contact information

1st Fressingfield Scout Group also holds data on adults associated with the Group, including but not restricted to Leaders, Executive members, volunteers and supporters. Information has been collected legally and with the informed consent of the data owner. Information will include name, contact details (and for Leaders and Executive members training and safeguarding information).

We will be holding the following data about members of the Fressingfield Old Boys Network (FOBN): name, email address, when they were involved and role within FSG.

All information will be stored on either an approved and secure system (currently Compass), or locally restricted and password protected databases. Information will be checked routinely for accuracy and where appropriate information may be updated or deleted at the request of the data owner. The Group will not share the information contained with third parties other than for legitimate means as outlined in the privacy statement.

5. Who will have access to this data?

The members of the leadership team and the Executive Committee will hold this information. The Executive Committee, the Group Scout Leader and Section Leaders may need to access this data in their role of Charity Trustees for the Group.

6. Who else will have access to the data we process?

The Group is part of Southern Norfolk District Scout Council, (the District) and Norfolk County Scout Council, (the County). The Group will periodically join in events that are run by the District or the County. In these cases, data will be shared with the organisers for the purpose of the event only.

Where we run events in the Group, we will share information with a "Home Contact." They are usually volunteers in scouting who will act as a go-between at camps for the leadership to contact parents in emergencies.

The Group is subscribed to Online Scout Manager (OSM), which holds all member data in a secure, online database. Data held here is available to The Scout Association (TSA) in a new partnership for the purpose of keeping our members safe and to grow the movement. See Paragraph 6a.

6a. OSM and TSA Partnership Agreement

The Scout Association (TSA) are now able to read non-sensitive, anonymised data (such as gender, years in Scouting, age in years and section within Scouting). TSA use this data to gain greater insight and a visual understanding on how the movement operates at national level, enabling tailored support and focus on weaker areas.

In critical situations only, vetted members of TSA UK Safeguarding Team can now retrieve contact information stored on OSM. This is an additional safeguarding measurement for our young people and any access to this information is audited and reviewed.

A major data export from OSM to TSA is not possible under existing GDPR constraints and emergency data omits non-essential data (such as religion, dietary requirements etc.).

7. Where will the data be held?

Your data will be processed and stored in the following manner:

- By the leadership team on their own home computers.
- On the leaderships' Dropbox account. Dropbox is an online file sharing application
- Using Online Scout Manager. This is a bespoke application for the management of Scout groups.
- In physical (paper) records held by the leadership.
- In Compass; the Scout Association's membership database.

8. How long do we retain the data for?

We will retain your data for as long as the Data Subject remains a part of the Group. When the Data Subject leaves we will delete it.

If a Data Subject moves to another Scout Group, we will ask you before we shared any data with the new Group. This also applies to Scouts moving to Explorer Scouts outside the 1st Fressingfield Scout Group.

9. What is our Legal Basis for processing your data?

We must have a legal basis to process your personal data. Our legal basis is under Article 6 (1) (a): the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

We consider your consent to be given when you complete and return any documentation with send to you. This can include data capture forms when a new member joins the Group, Nights Away Activity Information Forms, or One Day Activity Information Forms. It will also include verbal consent.

Should you wish to withdraw you consent, it may be that this decision will prevent a data subject from being a member of the Scout Association as we cannot guarantee that we can comply with our rules on delivering safe scouting.

10. Your Rights

Should you have any questions relating to your data protection rights, please contact the persons listed in Paragraph 2.

11. Review and Change History

Version No.	Date	Brief Details of Change
1.0	18 January 2018	Fair Processing Notice Published
1.1	15 August 2020	Updated to include OSM/TSA Partnership (Para.6 & 6a)
1.2	6 April 2021	Updated to highlight the details about adult data being held (Para. 4)