

Background

3rd Macclesfield Upton Priory Scout Group

GDPR - Data Privacy Policy for Embers International Campfire Festival 2020 v1.1 May 2020

Embers International Campfire Festival 2020 (Embers herein) is an online event of 3rd Macclesfield Upton Priory Scout Group (the Group herein). In order to hold Embers, The Group needs to hold certain personal data, for the reasons stated below.

This Notice describes the categories of personal data we process and for what purposes.

We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulation (GDPR). This is a new Regulation across the EU, replacing the UK 1998 Data Protection Act, and overseen by the Information Commissioner's Office (ICO).

Who we are

3rd Macclesfield Upton Priory Scout Group is a youth charity, as part of the UK Scout Association. See <http://scouts.org.uk> for more information. Every year we hold an annual general meeting where members of the charity executive are elected. The Group comprises Scouts, Cubs and Beaver groups supported by an Executive Committee. We are based at Whiston Street, Macclesfield, Cheshire SK11 6QQ.

Data Ownership

Under GDPR, any set of data must be owned by a "Data Controller", who will ensure that it is entered, maintained, used and deleted appropriately by "Data Processors" (who must manipulate data in accordance with Procedures owned by the Data Controller). Data Processors will be authorised by the Data Controller. The Data Controller for our Group is The Executive Committee. The Group Scout Leader is their nominated representative. The GDPR Regulation applies to ALL copies of data, in ANY media (electronic, paper etc)

Your rights-

You have the right to:

- object to how we process your personal information.
- access, correct, sometimes delete and restrict the personal information we use.
- complain to us and to the data protection regulator.
- If you wish to exercise any of these rights, please contact the Group Scout Leader or your Section Leader for more information.
- You can request access to view and edit your personal information directly on our online membership system Online Scout Manager (Youth Members). All adult members can access and edit their personal information on the Compass system at any time.
- If we are unable to help, or you aren't satisfied with our response, you also have the right to lodge a complaint with the UK's supervisory authority – The Information Commissioner's Office (ICO). The ICO can be contacted:
 1. By post – The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.
 2. By telephone – 0303 123 1113
 3. Via their website – www.ico.org.uk

How we gather personal information

The majority of the personal information we hold on you, is provided to us directly by yourself or by parents / legal guardian in either paper form or via our online membership systems, in the case of an adult member, data may also be provided by third party reference agencies, such as the disclosure and barring service (DBS).

Where a member is under 13, this information must be obtained from a parent/guardian and cannot be provided by the young person.

What we would like to use your personal information for

Media release forms containing data about parent / guardian and young people to receive consent for use of submitted media containing footage of media release subjects across a variety of public mediums (press, online, social media, broadcast media local, regional, national, international).

We store contact information data to have the ability to contact the members of the public, leaders, parents and guardians, to inform them of news and how to participate in Embers.

We use photographs in various publications, online including websites and social media to show Scouting activities and publicise and grow the movement if you do not wish photos of yourself to be used, you must inform us.

We store financial, address (billing and correspondence), contact information (email, phone) and order details related to the online purchase you have conducted.

We store email addresses for the purposes of subscribing to marketing information about Embers.

We store personal information you submit in relation to participation of Embers as a performer and may share this data with official Scout organisations in the country you reside, The Scout Association, Cheshire Scouts and Macclesfield & Congleton District for the purposes of vetting and safeguarding.

We store financial/Gift Aid information to enable proper financial control within the Group: year-end accounts, expenses payments etc.

We store your Data Privacy permission form to record that you have given permission for all the above!

Our legal basis for using your personal information

We only use your personal information where that is permitted by privacy laws. This includes when:

- a) We need to use the information to comply with our legal obligations.
- b) We need to use the information to contact you, regarding events, collection of payments etc, for the safe day to day running of the group and Embers in relation to safeguarding
- c) It is fair to use your contact information in your interests, where there is no disadvantage to you.

Sharing and transferring personal Information

We will only normally share personal information amongst our scout leaders and executive members.

We will however share your personal information with others outside the Scout organisation where we need to meet or enforce a legal obligation, this may include Cheshire County Scouts, The Scout Association and its insurance subsidiary "Unity", local authority services and law enforcement: we will only share your personal information to the extent needed for those purposes.

Sometimes we may nominate a member for a national award, (such as Scouting or Duke of Edinburgh award), and Leader Awards: such nominations would require us to provide contact details and training records to that organisation.

We will never sell your personal information to any third party.

Please note: we also ask that you do NOT post information about other Scouts online, unless you have their permission. You must not post information as if you are posting on behalf of the Scout District/Group – if you have an interesting post, please pass it to a Leader to publish!

Third Party Data Processors

3rd Macclesfield Upton Priory Scout Group uses the services of the following third-party data processors:

- **Mailchimp** for email marketing
- **Squareup** for online transactions
- **Weebly** for online shop
- **Google Drive** for e.g. secure transfer of limited personal information for events.
- **Email**

Group GDPR Procedures must be followed when working with these technologies.

How long we keep your personal information for

We will retain your personal information, throughout the time you are a member of 3rd Macclesfield Upton Priory Scout Group.

We will retain some information re: event attendance, Accidents, for a period of up to 18 years (until age 24) to fulfil our legal obligations for insurance and legal claims as advised by Scout Association insurers.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC (which may be beyond age 21).

Automated decision making

The Group has no automated decision-making systems.

Transfers outside the UK

3rd Macclesfield Upton Priory Scout Group will not transfer your personal information outside of the UK, with the exception where an Event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations and/or booking of activities, although generally such an event will have its own data collection form which will be securely held and disposed of after the event.

Data Storage

All data will be managed in accordance with the Group GDPR Procedures, and deleted in accordance with retention periods stated in the Group GDPR Analysis sheet.

Electronic

Computers belonging to Data Processors

YouTube for publishing video material

YouTube Live for broadcast of recordings

Google Drive, DropBox, email etc

Mailchimp email marketing software

Website using Wordpress - user account for editors and contact forms

Events (including Application forms, activity organisation forms)*

Paper

Printed records and Event data

Paper is used within the Group to capture and retain some data for example the following: -

- Events (including Application forms, Health Forms, and activity organisation forms)*
- Transaction data for online shop

* **Events** - We hope you will take up the opportunity to attend events and camps: where necessary to fulfil our legal obligations we will be required to potentially have a less secure means to access personal information, such as multiple printouts of personal contacts and medical information, (including specific event contact forms), rather than relying on secure digital systems, since events are often held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event/camp. We will ensure:

- Transfer of paper is secure, such as physical hand to hand transfer or registered post.
- Paper forms are securely destroyed after they expire.
- Paper records are always held securely, including when in transit.
- If copies of Event information are transferred to somebody temporarily, the Event Organiser is responsible for ensuring these are destroyed after the event.