

Data Privacy Notice

Oxfordshire County Scout Council

Our Privacy and Fair Processing 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 Regulations (GDPR).

1. Who are we?

Oxfordshire County Scout Council ("OCSC") is a youth charity. Our mission is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. We are incorporated by Royal Charter and are regulated as a member of the UK Scout Association, (see www.scouts.org.uk for more information.)

Every year over the summer period, we hold an Annual General Meeting where members of the charity executive committee (our Trustees), are elected. The AGM is open to all and anyone can stand for election as Trustee, providing they meet our membership criteria.

Our County office is at Youlbury Scout Adventure Centre, Boars Hill, Oxford, OX1 5HD

OCSC is the data controller for the information we collect from you. Any personal data that we collect will only be in relation to the work we do with our members and through our relationship with supporters, donors and funders.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our Council's (the data controller's), possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

3. How we gather personal data

The majority of the personal data we hold is provided to us directly by yourself or by parents or guardians of young people either in paper form, electronic 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 the age of 18, this information will only be obtained from a parent / guardian and cannot be provided by the young person.

4. How do we process your personal data?

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We process the data to have the ability to contact the member, parents and guardians to inform them of meetings and events that OCSC may be running.

We use personal data for the following purposes: -

- we collect personal and medical information for the protection of that person whilst in the care of OCSC
- we collect religious data to respect a person's beliefs with regards to activities, food and holidays

- to enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- To administer membership records
- To fundraise and promote the interests of the Scouting in the County
- To manage our volunteers
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services that the Council runs

5. What is the legal basis for processing your/your child(ren)'s personal data?

We only use your personal data where that is permitted by the laws that protect your privacy rights. We only use personal data where:

- a) We need to use the information to comply with our legal obligations
- b) We need to use the information to contact with you, regarding meetings, events, collection of fees etc
- c) it is fair to use the personal data in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about products or services within Scouting.
- d) The processing is necessary for the persons legitimate interests or the legitimate interests of OCSC unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

6. How we store personal data

We are committed to the protection of your personal data.

We generally store personal data in one of three secure digital online database systems, where access to that data is restricted and controlled, or in paper or electronic files.

Compass is the online membership system of The Scout Association; this system is used for the collection and storage of adult personal data.

Online Scout Manager is an online membership system run by Online Youth Manager Ltd. This is a secure membership database where we store the personal data of adults and youth members for running events and activities.

MailChimp is a marketing platform for small businesses. It is used to send email communications to our volunteers.

Printed, paper and electronic records

Paper and electronic records is used within OCSC to capture and retain some data including:

- Health and contact records update forms.
- Events consent from parents.
- Events coordination with event organisers.

In the case of **Health and contact update forms**, this information is securely held by the Event Manager. This information is either transferred to our secure digital systems as soon as possible before the paper form is destroyed or held for an appropriate time period before destruction. We will minimise the use of paper to only what is required for the event/camp.

We will ensure:

- a) Transfer of paper is secure, such as physical hand to hand transfer or registered post.
- b) Paper forms are securely destroyed after use.
- c) Secure destruction will be through a shredding machine or securely burned.

7. Sharing and transferring personal data

We will only normally share personal data within OCSC members.

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

We will never sell your personal data to any third party for the purposes of marketing.

Sometimes we may nominate a member for a local or national award or other form of recognition, (such as a County Scout Award, recognition through the local authority, the Lord Lieutenancy for Oxfordshire, the Queen's Scout Award or The Duke of Edinburgh's Award). Such nominations would require providing contact details to the awarding organisation, this is most often done on paper or via email.

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so. We will take steps to anonymise the data we provide (i.e. collective reporting on gender, ethnicity, age, etc.).

Third Party Data Processors

OCSC employs the services of the following third-party data processors: -

- The Scout Association via its adult membership system "**Compass**" which is used to record the personal data of leaders, adults and parents who have undergone a Disclosure and Barring Service (DBS) check.
- Online Youth Manager Ltd (**Online Scout Manager**) which is used to record the personal data, badge records, event and attendance records etc, we have a data processing agreement in place with online youth manager, more information is available at <https://www.onlinescoutmanager.co.uk/security.php>
- **Scouts EMS** – A online event management system used to collect and update personal details whilst at an OCSC run event.
- **Dropbox** occasionally used for secure transfer of limited personal data for events.
- **Google** occasionally used for secure transfer of limited personal data for events.

Automated decision making

OCSC does not have any automated decision-making systems.

Transfers outside the European Economic Area ("EEA")

OCSC may transfer your personal data outside the EEA in the following cases:

- where an event is taking place outside of the EEA and it is necessary to provide personal data to comply with our legal obligations, although generally such an event will have its own data collection form which will be securely held and disposed of after the event;
- where the Group uses a Third-party Processor, whose operations are potentially outside the EEA (including, for example, Google). In these cases, the Group will ensure either that The European Commission has made an "adequacy decision" with respect to the data protection laws of each of these countries; or that Transfers to each of these countries are protected by appropriate safeguards, namely the use of standard data protection clauses adopted or approved by the European Commission or the use of binding corporate rules.

8. How do we protect personal data?

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for as long as necessary for the purpose for which it is used.

9. Your rights and your personal data

You have the right to object to how we process your personal data. You also have the right to access, correct, sometimes delete and restrict the personal data we use. In addition, you have a right to complain to us and to the data protection regulator.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- **The right to be informed** – you have a right to know how your data will be used by the Group.
- **The right to access your personal data** – you can ask us to share with you the data we have about you.
- **The right to rectification** – you can update your data if it's inaccurate or if something is missing. You can view and edit your personal data directly on our online membership systems Online Scout Manager and Compass.
- **The right to erasure** – subject to the other provisions of the GDPR, you have the right to request that we delete any personal data we have about you.
- **The right to restrict processing** – if you think there's something wrong with the data being held about you, or you aren't sure if we are complying to rules, you can restrict any further use of your data until the problem is resolved.
- **The right to data portability** – you can ask us for any data supplied directly by you to use; and for such data to be provided in a structured, commonly used, and machine-readable format
- **The right to object** – you can object to the ways your data is being used.
- **Rights in relation to automated decision making and profiling** – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input.

Please contact our County Administrator (info@oxonscouting.org.uk) for more information in the first instance.

Whether or not you exercise your new rights is up to you – the main thing to remember is that they are there if you need them.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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. Where and whenever necessary, we will seek your prior consent to the new processing.

11. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact our County Administrator at Oxfordshire Scouts, Youlbury Scout Adventure, Boars Hill, Oxford, OX1 5HD or email info@oxonscouting.org.uk

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.

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