

# Data Privacy Notice

## Colchester North District Explorer Scouts

### 1. Introduction

1.1 Colchester North District Scout Council and Legacy Explorer Scouts are committed to maintaining the privacy of their young people, parents and adult volunteers. This includes collecting and using personal data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

1.2 This Data Privacy Notice explains when and why we collect personal data, how we use it, how we keep it secure and the rights of young people, parents and adult volunteers in relation to it.

1.3 We reserve the right to amend and update this Data Privacy Notice from time to time. We will notify young people, parents and adult volunteers if any changes are made. The current version of the Data Privacy Notice will be held on the Colchester North District website at <http://cnds.org.uk/explorers/>

### 2. Who we are

2.1 The Explorer Scouts are part of Colchester North District Scouts, which is run by the Colchester North District Scout Council (CNDSC). Explorer Scouts are made up of three Legacy Explorer Scout units and a fourth unit of Explorer Scout Young Leaders, who are not members of Legacy Explorer Scouts. Explorer Scouts are the responsibility of the District Explorer Scout Commissioner (DESC), who in turn is responsible to the District Commissioner.

2.2 CNDSC is a registered charity with the Charity Commission for England & Wales under charity number 1164849. CNDSC is managed by the District Executive Committee, who are the trustees of the charity. Membership of CNDSC is open to all adult volunteers, explorer scouts and parents of Explorer Scouts. Every year CNDSC holds an annual general meeting in early summer where members of the District Executive Committee (the trustees) are elected. Any adult volunteer or parent of a youth member can stand for election to the executive committee at the AGM and all members have the right to attend the Annual General Meeting. Certain District Scouting positions, including the District Commissioner and DESC are ex-officio members of the District Executive Committee.

2.3 The District Executive Committee is the data controller for GDPR purposes and Legacy Explorer Scouts are the data processors for data relating to Explorer Scouts, their parents and adult volunteers.

2.4 We are regulated as a member of the UK Scout Association (see [www.scouts.org.uk](http://www.scouts.org.uk) for more information), which is incorporated by royal charter. Collectively our mission is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

### 3. What is your personal data

3.1 Personal data relates to a living individual who can be identified from that data. Identification can be by the data alone or in conjunction with any other information in the District's possession or likely to come into its possession. Our processing of personal data is governed by the General Data Protection Regulations ("GDPR") and the Data Protection Act 2018.

## **4. How we collect personal data**

4.1 The vast majority of personal data we hold is provided to us directly by parents or legal guardians of young people or for adult volunteers by the volunteers themselves in either paper form or via our online membership systems. In the case of an adult volunteer data may also be provided by third party reference agencies, such as the Disclosure and Barring Service (DBS).

4.2 For Explorer Scouts under the age of 18, only personal email addresses and mobile phone numbers can be provided by the young people themselves. All other personal data will only be obtained from a parent or guardian.

## **5. How we use your personal data**

5.1 We comply with our data protection obligations 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 security measures are in place to protect personal data.

5.2 We use personal data for the following purposes: -

- Personal, medical and dietary information for the protection and wellbeing of that person whilst in the care of Legacy Explorer Scouts
- To inform young people, parents, adult volunteers of news, events, activities and services concerning Explorer Scouts
- To administer membership records, including attendance, badge progress and Young leader training records
- To maintain our own accounts and records, including the processing of gift aid applications and payments for subs & events
- To manage our adult volunteers
- To fundraise and promote the interests of Legacy Explorer Scouts
- Broad religion/faith and background ethnicity to help the UK Scout Association understand the makeup of the membership base via an annual census. Such data is consolidated and anonymised prior to submission to the UK Scout Association.

## **6. The legal basis for processing your personal data**

6.1 GDPR defines the legal basis under which we are permitted to process personal data. We use personal data where:

- a) You have given your consent for us to use your data – for example through the New Explorer Registration form on joining or the Explorer Scout Annual Activity form (from September 2018). This includes allowing us to contact you regarding meetings, events, collection of membership fees etc – for the day to day running of the Explorer Scout section. Consent also includes you updating your own personal data on one of our online systems listed in section 7 below.
- b) We have a legitimate interest – for example to help ensure the wellbeing and safeguarding of an Explorer Scout during Explorer Scout activities and events
- c) We need to use the data to protect your vital interests - for example holding details of allergies or dietary requirements of an Explorer Scout when on Explorer Scout activities or events
- d) We need to use the data to comply with our legal obligations – for example obtaining a DBS check on adult volunteers

## **7. How we store personal data**

## 7.1 Digital Data

7.1a We generally store personal data on one of two secure digital online database systems, where access to that data is restricted to authorised individuals and controlled by scouting role and passwords.

**Compass** is the online membership system of the UK Scout Association, used for the collection and storage of adult volunteer personal data. Each adult volunteer has password protected access to their personal data and can view, update and amend this data. Senior Legacy Explorer and District leaders also have access to view and in some cases update this data. Authorised individuals in UK Scout Association HQ also have access to personal data held.

**Online Scout Manager** is an online membership system run by Online Youth Manager Ltd. This is a secure membership database where we store personal data of adult volunteers, Explorer Scouts and their parents for the day to day running of the Explorer units. This includes personal details, emergency contact details for Explorer Scouts, GP doctor surgery details, notified allergy and dietary details, as well as badge and attendance records.

7.1b For Explorer Scouts registered for Duke of Edinburgh Awards, personal data is held on eDofE. eDofE is an online database run by the DofE scheme. It is a password protected system recording individual participant progress on their DofE. It also includes address, phone number, emergency contact name and number. Ethnicity and additional needs fields are optional. In addition to individual Explorer Scouts accessing their data and progress, approved Explorer leaders have access to the system to approve submitted progress evidence and submit awards for validation.

7.1c For Explorer Scouts who have turned 16, registration is available for the Queens Scout Award via an online webform on the UK Scout Association website. This includes name, address, contact email, phone number and Chief Scout awards badge progress. Ethnicity and additional needs fields are optional.

## 7.2 Paper records and forms

7.2a Paper is still used within the units to capture and in some cases store personal data. These include: -

- New Explorer Scout Registration form
- New adult volunteer joiner form
- Explorer Scout Annual Activity Permission form – including health and contact detail updates
- Gift Aid Declaration form
- Event consent forms from parents – eg. camps, DofE expeditions – also known as Nights Away forms.
- Event coordination with event organisers – eg. for County Explorer events like the County Marathon
- Duke of Edinburgh Award registration form
- Award notifications/nominations – eg for County Award Days for Chief Scout Platinum and Diamond awards and the Queens Scout Award

7.2b Whilst we have sight of some personal bank details (eg. via cheques collected for subs and activities), we do not record or store these details. In exceptional circumstances (eg. a cheque is returned unpaid by the bank), we may retain details until the underlying transaction is fully complete.

## 7.3 Event Data

7.3a Many Explorer Scout activities take place outdoors and sometimes in remote areas where internet and digital access may not be available or can be relied upon. To ensure we can continue to fulfil our obligations we will hold printouts, spreadsheets and paper forms of personal contacts and medical information during these activities. In such circumstances we will minimise the use of paper records to only what is required for the specific event or camp. The In Touch home contact leader will usually hold electronic copies of the contact details.

7.3b Specifically during such events or activities, we will ensure that:

- a) transfer of paper lists and forms is done securely, such as physical hand to hand transfer or emailed through a recognised email provider to a dedicated email address for a given leader (ie not to a generic email address accessible by more than one person)
- b) paper forms are securely destroyed after use and any related emails/attachments deleted
- c) secure paper destruction will be through a shredding machine or burned
- d) paper records will be kept as secure as circumstances permit during the event – usually by being physically held by the responsible event leaders
- e) paper records will only be held by senior Explorer Leaders, including the Leader in Charge of the event

7.3c Some Legacy Explorer Scout events are run by another part of the UK Scout Association – such as the County Marathon, Young Leader Plus training and Explorer First Aid training courses by Essex County Scouts. In such cases the event organisers will have their own registration and consent form and the personal data requested will be subject to their own data protection privacy notice and policy. If Legacy Explorer Scouts are required to keep a copy of such registration and consent permission forms for legitimate interest purposes, these will be securely destroyed or deleted after the event.

### **7.4 Awards**

7.4a When an Explorer Scout has achieved a national scouting award, personal contact data will be sent to Colchester North District Scouts and Essex County Scout Council for award day presentations. For the Queens Scout Award personal contact details will also be sent to the UK Scout Association by paper as part of the validation process for the award. These details will also be used for subsequent communication by the UK Scout Association about the National St George's Day parade at Windsor.

7.4b DofE Awards are validated electronically through eDofE by the Essex Scouts County DofE Advisor at Bronze and Silver levels and by the UK Scout Association and DofE HQ, Windsor for Gold awards. Subsequent communication about Gold award presentations will be from DofE HQ directly to the Explorer Scout.

### **8. Sharing and transferring personal Information**

8.1 We will only normally share personal data within the Explorer Scout leadership where it is necessary for the running of Legacy Explorer meetings and events.

8.2 We will however share personal data with others outside our Explorer Scouts where we need to meet or enforce a legal obligation or to protect your vital interests. The former may include the District Commissioner, CNDSC District Executive Committee, Essex County Scout Council (known as Essex Scouts), the UK Scout Association and its insurance subsidiary "Unity", local authority services and law enforcement. The latter would include medical authorities in the event of a medical emergency on an Explorer Scout activity. In all cases we will only share personal data to the extent needed for the purpose in question.

8.3 If an Explorer Scout moves to another Explorer unit outside of Legacy Explorer Scouts or to Scout Network we will transfer the personal data held on OSM to them. The receiving group will be responsible for revalidating the data received and the data will be subject to their own data privacy policies and notices.

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

8.5 As described in 7.4 when a national scouting award has been achieved we will supply personal contact details to the appropriate Scouting body. Approval of DofE awards electronically on eDofE allows authorised individuals elsewhere in Scouting and DofE HQ access to personal data details.

8.6 The UK Scout Association require an annual census of all young people and adult volunteers. This data is consolidated and anonymised before submission and includes gender, ethnicity, additional needs and age summaries at individual Explorer Scout unit level.

8.7 Photographs and videos provide an important record of scouting activities and maybe sent to third parties such as local newspapers, official scouting related websites/social media or the periodic District newsletter for leaders as well as posted on the closed Legacy Explorer Facebook group page to promote scouting and share experiences. Explorer Scouts will not be specifically identified in such photos or video without specific express parental permission. Photos, videos or other written content posted directly by Explorer Scouts on social media is beyond our control.

### 9. Third Party Data Processors

9.1 The Explorer Scouts use the services of the following third-party data processors: -

- The UK Scout Association via its adult membership system “**Compass**” which is used to record the personal information of adult volunteers who have undergone a Disclosure and Barring Service (DBS) check.
- Online Youth Manager Ltd (**Online Scout Manager**). We have a data processing agreement in place with Online Youth Manager, more information is available at <https://www.onlinescoutmanager.co.uk/security.php>
- Windows Office 365 (including Word and Excel) and Adobe Acrobat are used to hold and transfer personal data for events and meetings between leaders
- Reputable email providers such as Gmail and Hotmail are used via individual email accounts to communicate and transfer personal data between leaders for Explorer Scout related events and meetings. The email facility provided through Online Scout Manager is also used to communicate meeting and event details.

### 10. Automated decision making

10.1 The Explorer Scouts do not have any automated decision-making systems.

### 11. Transfers outside the UK

11.1 The Explorer Scouts will not transfer your personal data outside of the UK, unless an event is taking place outside of the UK and with parental/adult volunteer express consent it is necessary to provide personal data to participate in the event. Typically, such an event will have its own separate data collection form and data protection policy – for example World Scout Jamborees.

### 12. How long do we keep your personal data?

12.1 We will retain the personal data of an Explorer Scout along with parent contact details throughout the time that individual is a member of the Explorer Scout section. At age 18 the data on OSM will be transferred to a Scout Network group (usually Colchester Evolution Network) if the Explorer Scout has expressed an interest in trying Network. Any other personal data held on forms

and spreadsheets will be securely destroyed or deleted within 3 months, apart from anonymised generic data to provide statistics for historical reference. If an Explorer Scout leaves or doesn't move onto Network, all personal data will be deleted after 12 months. The only exceptions will be if we have any legal obligations or to protect our vital interests, for example, from insurance or legal claims.

12.2 The New Explorer Scout Registration form is held securely by the respective Explorer Scout leader and the data from it transferred to the digital Online Scout Manager, where it is accessible by parents. The current year's Annual Activity Permission form is retained by the respective unit Explorer Scout leader, before being securely destroyed at the end of the defined period. Event specific permission forms are securely destroyed or deleted after the event unless there has been a medical or accident incident, when they are retained for 3 years.

12.3 DofE Award registration forms are sent by post to the County DofE Adviser. They are securely destroyed within two months of the individual Explorer Scout's account being created on eDofE. Copies of the forms are not taken or retained by Legacy Explorer leaders. Active DofE participants remain on eDofE up to their 25<sup>th</sup> birthday, when they are archived on the system. Non active DofE participants can be archived sooner by authorised Explorer Scout leaders. Deletion of archived participants is controlled by DofE.

12.4 We will keep Gift Aid Declaration forms for the statutory 7 years as required by HMRC.

12.5 For adult volunteers involved with the Explorer Scouts, we will retain personal data on Compass while that individual remains a member of the UK Scout Association. The Adult Joining and DBS enquiry forms are securely destroyed once the data has been entered into Compass and DBS checks complete. If an adult volunteer leaves scouting their Compass record will be archived by the UK Scout Association and no longer be accessible online. If they leave Colchester North District Scouts, their CNDS role(s) will be closed on Compass and no longer be accessible to us, in which case this Explorer Scout Data Privacy Notice will have reduced applicability. Personal data held digitally and on forms outside of Compass will be retained for up to 12 months. The only exceptions will be if we have any legal obligations or to protect our vital interests, for example, from insurance or legal claims.

### 13. Your rights and your personal data

13.1 Under GDPR and the Data Protection Act 2018 Explorer Scouts, parents and adult volunteers have the following rights with respect to their personal data: -

- **The right to be informed** – you have a right to know how your data will be used by Explorer Scouts
- **The right to access your personal data** – you can ask us to share with you the data we have about you. You can view and edit your personal data directly on our online membership systems Online Scout Manager and Compass.
- **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** (also known as the right to be forgotten) – you have the right to request that we delete any personal data held about you. There are some exceptions, for example, some information can be held for legal or vital interest reasons.

- **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 object** – you can object to the ways your data is being used.
- **The right to data portability** – you can ask us to share your data held electronically with you in a way that can be read digitally and where technically feasible.
- **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.

13.2 These rights apply equally to Explorer Scouts as well as adults. Because Explorer Scout personal data is closely linked with parent emergency contact details, we will usually request confirmation from the respective parent for any personal data requests received from Explorer Scouts. Explorer Scout personal data, as well as parent contact details, can be viewed and updated through the parent log in on Online Scout Manager at <https://www.onlinescoutmanager.co.uk/parents/>. This will be available to all parents from late September 2018.

13.3 In some circumstances if crucial personal data is requested to be erased, restricted, withheld or not made available to Explorer Scout leaders, the Explorer Scout may not be able to take part in some or all Explorer Scout activities and events or in an extreme case the young person may not be able to continue in Explorer Scouts.

13.4 If you have any concerns about your personal data and the way it is handled or used, please contact the Explorer Scout Leader or the DESC in the first instance. You also have the right to escalate any concerns or complaints to the Information Commissioner's Office which enforces UK data protection laws at <https://ico.org.uk/>

### 14. Changes to this Data Privacy Notice

14.1 We keep our Data Privacy Notice under regular review. If we need to make a significant change such as wishing to use your personal data for a new purpose not covered by this Data Privacy Notice, then we will provide you with an updated notice explaining this new use prior to commencing the processing along with the relevant processing conditions. Where necessary we will seek your prior consent to the new processing.

14.2 The current version of this Data Privacy Notice is held on the CNDS web site at <http://cnds.org.uk/explorers/>

### 15. Contact Details

15.1 In the first instance please contact the Explorer Scout Leader or the DESC with any questions about data protection rights, queries or complaints or email [cndsdata.protection@cnds.org.uk](mailto:cndsdata.protection@cnds.org.uk) after 1 October 2018.

15.2 You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or in writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.