

How we use your information

Introduction

This Privacy notice helps you understand why and how we collect your personal information and what we do with it. It also outlines decisions you can make about your own information. If you have any questions about this notice please contact to Bishop's Stortford and District Scouting (including Explorers and Network) throughout this document referred as District.

What is personal information?

Personal information is information that identifies you as an individual. Included in this is your contact details and bank details.

How and why do we collect and use personal information?

We set out below some examples of the differing ways we use personal information and where it comes from. Our main reason for using your personal information is to provide a Scouting Programme to your child.

- We obtain information about you from admissions forms and any other Scout Group your child may have been in.
- We may need to enter your details onto an on line records system such as *On Line Scout Manager*.
- We may have information about any family issues that might affect your child's happiness.
- We may take videos or photos of you and your child at events to use on social media, on our website or in other promotional communications. This helps prospective parents and young people see what we do and to help promote Scouting. We may continue to use these images after your child has left the District.
- We may use your information in the unlikely circumstance you make a complaint about the District.
- We may send you information about what is happening in the District e.g. details of events and activities (including fundraising events) and newsletters.
- We may use information about you if we need this for archival purposes or for statistical purposes.
- We may also pass your details onto one of the District Explorer Units if your child becomes and Explorer Scout.

Bank details

- We need your bank details so we can process membership and activities fees.

Third party information sharing

- We may need to share information in an emergency e.g. if you or your child was hurt whilst on a Scouting activity.
- We sometimes use companies to handle personal information such as *On Line Scout Manager* to help us with programme planning and communications.
- We may have to share information with local authorities, e.g. if there was a safeguarding concern.

- We may need to share some information with Scout insurance e.g. if there was an incident in the meeting place or at camp.
- We may also need to share information with the Scout, District, County or Headquarters for their advice.

Your personal data that we collect will mainly remain within Scouting and will be handled only by our volunteers on a 'need to know' basis. Any special needs data will need to be provided to Leaders more widely do we can care and support of your child.

Our legal grounds for using your information

This section contains information about the legal basis we rely upon when handling your information as outlined above.

Legitimate interests

This means we are using your information when it is necessary for our legitimate. We rely on this ground for many of the ways in which it uses your information. Specifically, the District has a legitimate interest in:

- Providing your child with a Scouting programme.
- Managing waiting lists.
- Improving Scouting e.g. if we want to raise money for new equipment to make sure that we are providing a good Scouting experience.
- Looking after your child and other young people.
- Promoting what we do e.g. we may use images of your child in our materials, on our website or in our social media.

Also, your personal information may be processed for the legitimate interests of other people such as investigating a complaint. If you object to us using your information where we are relying on our legitimate interests as explained above please speak your child's Leader.

Your child's vital interests

In rare situations we may use your information to protect your child's vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Consent

We may ask for your consent to use your information e.g. taking photos. If we ask for your consent you can take it back at any time. Any use we have made of your information before you withdraw your consent will still remain valid.

Legal claims:

We are allowed to use your information in the case of any to legal claims – this would allow us to share details with our insurers and Headquarters.

We are required to comply with extra conditions where we handle **special categories of personal information**. These special categories include revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Sending information to other countries

We may have to send you or your child's information to countries without the same level of protection for personal information as there is in the UK e.g. a Scout event overseas. The European Commission has produced a list of countries which have good data protection regulations. Details can be found [here](#). If the country we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of security for personal information as

there is in the UK. In such cases we will provide you with details about the safeguards we will put in place in this situation.

Keeping your information

We will keep your information for as long as we need to provide a Scouting programme and look after your child. We may keep some information after your child have left the District e.g. so that we can find out what happened if you ever made a complaint.

In exceptional circumstances we may keep your information for a longer than usual, but we would only do so if we had good reasons and only if we are allowed to do so under data protection law.

We can keep your information for a long time or even indefinitely if we need it for archival records or statistical purposes. The table below shows for how long we keep different types of information.

Information type	Normal retention period
Accident and medical treatment records	Date of birth plus 25 years.
Complaints with Scouting	10 years and then reviewed.
Your child's progress record	5 Years.

What decisions can you make about your information?

Data protection legislation coming into force in May 2018 gives you rights about your information. Some of these are new whilst others build on your existing ones. Your rights are:

- you can ask for us to delete information we hold about you in certain circumstances e.g. where we no longer need the information;
- if information is incorrect you can ask for a correction;
- you can ask what information we hold about you and be provided with a copy;
- you can ask us to send you certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted sometimes e.g. if you inform us the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information and guidance

This notice is to explain how we look after your personal information. Please ask to speak to your child's Leader if you would like us to update your information or you would prefer that certain information remains confidential. If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk.

Date policy 1/4/2018
Next REVIEW 11/4/2026