



# 7<sup>th</sup> Darlington Sea Scouts

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## G.D.P.R. STATEMENT AND POLICY

Version 8 2<sup>nd</sup> JANUARY 2023

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#### **Statement & Policy GDPR do's and do nots Group email address book**

Data protection regulation changed on 25<sup>th</sup> May 2018 as part of new General Data Protection Regulation (GDPR) laws

Below is the Group Statement & Policy for GDPR (Version two 16<sup>th</sup> November 2020)  
(This Policy is relevant for all persons involved with the group this could be parent's youth members and leaders/supporters)

### Description of processing

The following is a broad description of the way the 7th Darlington Sea Scouts processes personal information. To understand how your own personal information is processed you need to contact the Group Scout Leader on  
gsl@7thdarlingtonseascouts.org.uk

## Reasons/purposes for processing information

We process personal information to enable us to; provide a voluntary service for the benefit of the public in the Darlington area as specified in our constitution which can be found at <http://scouts.org.uk/media/927482/Chapter-1docx.pdf>; administer membership records; to fund raise and promote the interests of the charity; manage our volunteers; maintain our own accounts and records; and manage our camp site 'The Cabin' Raby Estate; and organise events on behalf of the charity and the use of our minibus SN58 AXC in its use by other people.

## Type/classes of information processed

### We process information relevant to the above reasons/purposes. This may include:

personal details family details  
medical details including allergies  
lifestyle and social circumstances  
membership details goods  
and services  
financial details  
education and employment details

### We also process sensitive classes of information that may include:

physical or mental health details  
racial or ethnic origin religious or other  
beliefs of a similar nature Who the  
information is processed about We  
process personal information about:

## members youth & adult

volunteers'

trustees

complainants, supporters'

enquirers

advisers and representatives of other organisations

users of our minibus

Who the information may be shared with?

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA) 2017, implementing the EU General Data Protection Regulation (GDPR). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

### Where necessary or required we share information with:

members

family, associates, or representatives of the person whose personal data we are processing employees current, past, and prospective employer's healthcare, social and welfare organisations

educators and examining bodies

financial organisations employment and

recruitment agencies survey or research

organisations business associates and

professional advisers' providers of goods and

services local and central government

other voluntary and charitable organisations

## We use systems to process and store information for the group

OSM & MyScout (Online Scout Manager)

there GDPR policy can be found

<https://www.onlinescoutmanager.co.uk/security.html>

MS Office suite

There gdpr policy can be found

<https://www.microsoft.co.uk/gdpr>

Compass Adult administration system and The Scout Association headquarters

there GDPR policy can be found

<http://scouts.org.uk/media/927485/Chapter2docx.pdf>

All Paper Document (Camp Forms & Medical Forms) are stored in a secured filing cabinet for 3 years after the event then they are securely shredded.

All Group Accident and Incident Forms paper based are stored in a secured filing cabinet until the Child's 18th Birthday then securely shredded.

## Data Subject Access Request

Should you wish to enquire whether or not we process information about you or make a request for a copy of any personal information which the group holds about you, you should write to the Group Secretary by email to [group.secretary@7thdarlingtonseascouts.org.uk](mailto:group.secretary@7thdarlingtonseascouts.org.uk), outlining the personal data you are seeking to obtain. We will acknowledge your request and we will respond to you within 30 days of receiving it. We may need to verify your identity and ask you to clarify the data you are seeking to obtain.

### Right to erasure (Right to be forgotten)

Should you wish us to erase any personal information that the 7th Darlington Sea Scouts holds about you, then you should write to the Group Secretary by email to [group.secretary@7thdarlingtonseascouts.org.uk](mailto:group.secretary@7thdarlingtonseascouts.org.uk). We will acknowledge your request by email, confirm whether we are able to erase the information requested (including confirming whether we hold it) and confirm to you once erased. We may need to verify your identity and ask you to clarify the data you are seeking to erase. We will consider each request on a case-by-case basis and whilst we will not seek to refuse your request unreasonably, we do have several statutory obligations that we must comply with. These include our vetting and safeguarding procedures, which may prevent us from being able to fully erase your personal data.

### Correcting inaccurate personal data

Should you believe that the personal data we hold about you may be inaccurate, you can write to the Group Secretary by email to [group.secretary@7thdarlingtonseascouts.org.uk](mailto:group.secretary@7thdarlingtonseascouts.org.uk) outlining the inaccuracy. We will acknowledge your email, seek to address the inaccuracy, and confirm back to you once corrected.

## Photography Policy

During Group events and activities, members of our volunteers and supporters, other members of the Scout Association and members of the public may be taking still and moving pictures. Pictures used by the 7th Darlington Sea Scouts outside of the event/activity will only be used in accordance with Scout Association guidelines. Pictures taken by our media team may be used during and after the event/activity by the 7th Darlington Sea Scouts or the Scout Association publications, and in local newspapers, on websites or in other media channels. Local newspapers and TV stations may also attend events/activities to provide external media coverage and members of the press will always be accompanied by a member of the event or activity staff/leader team. We will seek your specific permission if we wish to use your/your child's picture in any promotional or advertising material. Anyone attending any 7th Darlington Sea Scouts event or activity or giving permission for their child/ward to attend an event or activity should note that attendance at the event or activity signifies their consent for pictures of themselves/their child to be used in line with the above policy. If you have specific concerns in this regard, please contact the specific event/activity manager.

## G.D.P.R.

### DO'S AND DO NOTS

- Use information appropriately! Do not be afraid of accessing information and handling but only access and make copies for a reason and short time

e.g. of data you can handle = Print off camp list and kept for duration off camp then destroyed

e.g. of data you shouldn't handle = Make a list of all children and date of births in a notebook so you know when they are moving up. This would be inappropriate and dangerous we have a secure system OSM that can provide this information in a 'click'

- All data is to be kept safe and secure we use a secure google suite for forms and a google email system for group emails
- If you are not sure about handling data? Ask! GSL can advise on the finer details of the do's and do not.
- Camp / Activity forms from the digital google forms is kept for the duration of Camp / Activity then destroyed
- Camp medical forms kept for 5 years by GSL in locked filing cabinet
- Accident & Incident Forms Kept for 5 years by GSL in locked filing cabinet
- Minibus license checks are stored on google drive securely for 1 year with permission of owner or deleted at the end of the hire.
- All other forms and paperwork to be handed to GSL who will assess the importance and will either securely store or destroy

- Groups GDPR policy & Risk Assessment is published on the Group Website on the members' page
- Don't share information with people outside the group
- Keep all information (Digital & Paper) safe and secure
- Under the GDPR we process data with

A, Consent

B, Legitimate Interest

C, Legal Interest

- Destroy all data once you have finished with it seek advice from GSL if needed
- Group website is being re-written to update to the new Brand and #Skill for Life but will also include the necessary GDPR requirements
- Information we hold must be correct and only used for the purpose we hold it for. i.e. allergies information checking if cooking a meal
- Information can only be kept for as long as needed. All information is ultimately held on OSM for youth members and Compass for Adults. When people leave youth and adult all details will be deleted unless there is a stator purpose to keep it.
- We only use the below methods for capturing and storing data

MS Office Suite email / office / forms / one drive

OSM / MyScout

Approved Group Paper documents with GDPR compliance and on headed paper.

Compass as provided by The Scout Association

Group Parents and Leaders Facebook group



Group Facebook Page

Group Website

Trusted personal machines or group laptop at hall (laptops mobiles tablets with passwords)

- If you have compromised Data you must inform the GSL immediately, do not hide or 'sweep' under the carpet. The GDPR has provisions for Data Breaches and how to put things right what it does not allow for is dishonesty and this is a breach of the legislation
- If someone makes a request for personal data to you refer them to the GSL who will formally acknowledge their request.

## Group Email's

Email is a very professional tool and should be used as such.

'TO' This is the box for the address of the person who needs the information and may need to act on the email.

'CC' This is Carbon Copy this is when you copy someone into the email, they may make a reply or comment but ultimately if they are CC'd in it is for their information only

'BCC' This Blind Carbon Copy use this to copy people into the email or send a mass email to people and it will not display people's email to others. If you emailed 20 parents, you would put the 20 parents email addresses into the BBC box so they all got the email but could not see other parents email address protecting their personal data.