

## **8<sup>th</sup> Darlington (Cockerton Green) Scout Group – GDPR Policy**

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Reviewed by: Executive Leadership Team

### **Introduction**

The 8th Darlington (Cockerton Green) Scout Group is committed to protecting the privacy and security of personal data. This GDPR policy outlines how we collect, use, store, and protect personal data in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### **Scope**

This policy applies to all members, volunteers, leaders, and third parties who have access to or process personal data on behalf of the 8th Darlington (Cockerton Green) Scout Group.

### **Data Controller**

The 8th Darlington (Cockerton Green) Scout Group is the data controller for the personal data it collects and processes. The Group's Compliance Lead and Group Scout Leader (GSL) are responsible for overseeing data protection compliance.

### **Data We Collect**

We collect and process the following types of personal data:

- **Members and Volunteers:**
  - Name
  - Date of birth
  - Contact details (address, phone number, email)
  - Emergency contact information
  - Health information (medical conditions, allergies)
  - Dietary requirements
  - Scouting history and records
  - Training records
  - DBS (Disclosure and Barring Service) check status
- **Parents/Guardians:**
  - Name
  - Contact details (address, phone number, email)
  - Relationship to member

### **Legal Basis for Processing**

We process personal data based on the following legal bases:

- **Consent:** Obtained for specific purposes such as health and dietary information.
- **Contract:** Necessary for the performance of a contract, e.g., membership registration.
- **Legal Obligation:** Compliance with legal obligations, e.g., safeguarding requirements.
- **Legitimate Interests:** For the effective management and operation of the Scout group.

## How We Use Personal Data

We use personal data for the following purposes:

- Managing membership records
- Communicating with members, volunteers, and parents/guardians
- Organising activities and events
- Ensuring the safety and well-being of members
- Conducting DBS checks and safeguarding procedures
- Providing training and support for volunteers
- Maintaining historical records and scouting achievements
- Complying with legal and regulatory requirements

## Data Sharing

We only share personal data with third parties when necessary and in compliance with GDPR:

- **Health and Emergency Services:** In case of emergencies or health concerns.
- **DBS Service:** For conducting criminal record checks.
- **Training Providers:** For leader training courses.
- **IT Service Providers:** For data storage and management systems.

## Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or damage:

- **Access Control:** Restricting access to personal data to authorised individuals only.
- **Encryption:** Using encryption technologies for data storage and transmission.
- **Data Minimisation:** Collecting only the necessary data for specific purposes.
- **Regular Audits:** Conducting regular audits to ensure data protection compliance.

## Data Retention

We retain personal data for as long as necessary to fulfil the purposes for which it was collected and to comply with legal and regulatory requirements:

- **Membership Records:** Retained for the duration of membership and for a reasonable period thereafter.
- **Training Records:** Retained for the duration of the volunteer's involvement with the group.
- **Safeguarding Records:** Retained in accordance with legal requirements.

## Data Subject Rights

Individuals have the following rights regarding their personal data:

- **Access:** The right to request access to their personal data.
- **Rectification:** The right to request correction of inaccurate or incomplete data.
- **Erasure:** The right to request deletion of their personal data (subject to legal requirements).
- **Restriction:** The right to request restriction of processing under certain conditions.
- **Data Portability:** The right to request transfer of their data to another controller.

- **Objection:** The right to object to the processing of their data.

## **Consent**

Where consent is required for the processing of personal data, it must be:

- Freely given
- Specific and informed
- Unambiguous
- Withdrawable at any time

## **Data Breach Management**

In the event of a data breach, we will:

- Notify the Information Commissioner's Office (ICO) within 72 hours, if required.
- Inform affected individuals if there is a high risk to their rights and freedoms.
- Take immediate steps to mitigate the breach and prevent future occurrences.

## **Training and Awareness**

All members, volunteers, and leaders will receive basic training on data protection principles and GDPR compliance. Regular updates and refreshers will be provided to ensure ongoing compliance.

## **Review and Updates**

This GDPR policy will be reviewed annually or when significant changes occur in our data processing activities or applicable laws. Updates will be communicated to all relevant parties.

## **Contact Information**

For any questions, concerns, or requests related to this GDPR policy, please contact:

[scouts8thdarlington@outlook.com](mailto:scouts8thdarlington@outlook.com)