1st Davyhulme Scout Group Data Privacy Statement

This Privacy Statement sets out what we do with Personal Data and what you can expect from The 1st Davyhulme Scout Group as part of our obligations when processing this Personal Data.

Additional information about our general data privacy position can be found currently in our Data Privacy policy / Notice.

The Data that we will collect in general is:-

Personal contact details such as name, title, address, telephone numbers and personal email address - so that we can contact you.

• Date of birth - so that we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting

• Gender – so that we can address individuals correctly and accommodate for any specific needs.

• Emergency contact information - so that we are able to contact someone in the event of an emergency.

• Government identification numbers e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks, Tax status information - so that we are able to collect gift aid from HMRC where donations are made will also be noted.

• training records - so that members can track their progression through the Scout programme or adult training scheme.

• Race or ethnic origin - so that we can make suitable arrangements based on members cultural needs.

• Health records - so that we can make suitable arrangements based on members medical needs.

• Criminal records checks - to ensure Scouting is a safe space for young people and adults.

Why is this data being collected?

We would use this date to:-

- Identify the member
- Verify that the members age is acceptable for the event
- Contact emergency contacts in the event of an emergency
- Administer any medications that may be required during the event
- Inform the event organiser of any disabilities, cultural or any additional needs they may need to cater for

Verification of parental responsibility for authorisation to register the member for the event.

Where will the data be stored and what protection is in place to keep it secure?

This data is securely stored as Paper Records in a locked filing cabinet and stored as electronic documents in a secure storage location as we take data security seriously.

Who will have access to this data?

The following Adult Volunteers at 1st Davyhulme will have access to this data:-

Group lead Volunteer Group Chair (if necessary)

Section Lead Volunteers

When will this data be destroyed?

All data will be destroyed as per the Group's retention policy, a copy of which can be obtained upon request to the Group Lead Volunteer.

Further details are available in the Groups Date Notice /Policy which again can be obtained upon request to the Group Lead Volunteer.

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