

Data Privacy Notice & Policy



What is this Privacy Notice & Policy?

This Data Privacy Notice and Policy describes the categories of personal data that Wetherby District Scouts process and for what purposes. Wetherby District Scouts are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses the GDPR.

This Privacy Notice and Policy applies to members, parents/guardians of youth members, volunteers, contractors, suppliers, supporters, donors and members of the public who will make contact with Wetherby District Scouts.

Who are we?

Wetherby District Scouts are an excepted charity by the Charity Commission for England and Wales.

The Data Controller for Wetherby District Scouts is the Trustee Board who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Charity Trustees can be contacted via chair@wetherbydistrictscouts.org.uk

From this point on Wetherby District Scouts will be referred to as 'we'.

The data we may process

The majority of the personal information we hold is provided to us directly by you or by the parents or legal guardians of youth members verbally, in paper form, email or other digital form, via our website or via our online membership systems.

The privacy and security notice for our youth membership system can be found here: <https://www.onlinescoutmanager.co.uk/security.html>

In the case of adult members and volunteers, data may also be provided by third parties, such as the Disclosure and Barring Service (DBS).

Where a member is under the age of 18, this information will only be obtained from a parent or guardian and cannot be provided by the young person.

We may collect the following personal information:

- 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.
- Financial information – so that we can consider any application you make for support from our Financial Inclusion or Grants funds.
- Tax status information - so that we are able to collect gift aid from HMRC where membership fees are paid and any other donations are made.
- Training records - so that members can track their progression through the Scout programme or adult training scheme.
- Appointment review records – so that we can support you in your scouting role
- 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.
- Driving licence, insurance and medical information – to ensure that adults driving the Wetherby District Scouts minibus are licensed and insured.
- Bank details - to enable payments to be made by bank transfer.
- Personal details including name, title, address, telephone number and date of birth for bank signatories – to enable the bank mandate to be maintained.

The lawful basis we process your data by

We comply with our obligations under the GDPR and DPA 2018 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 technical measures are in place to protect personal data.

In most cases the lawful basis for processing will be through the performance of a contract for personal data of our adult volunteers and legitimate interest for personal data of our youth members. Sensitive (special category) data for both adult volunteers and our youth members will mostly align to the lawful basis of legitimate activities of an association.

Explicit consent is requested from parents/guardians to take photographs of our members. On occasion we may use legitimate interest to process photographs where it is not practical to gather and maintain consent such as large-scale events. On such occasions we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.

We use personal data for the following purposes:

- to provide information about Scout meetings, activities, training courses and events to our members and other volunteers in Wetherby District Scouts
- to provide a voluntary service for the benefit of the public in the Wetherby area as specified in our constitution
- to administer membership records
- to fundraise and promote the interests of Scouting
- to manage our volunteers
- to maintain our own accounts and records (including the processing of Gift Aid applications)
- to inform you of news, events, activities and services being run or attended by Wetherby District Scouts
- to ensure and evidence your suitability if volunteering for a role in Scouting
- to contact your next of kin in the event of an emergency

- to ensure you have and maintain the correct qualifications and skills.
- for insuring drivers of the Wetherby District Scouts minibus
- so that we can consider any applications for support from our Financial Inclusion or Grants funds.

We use personal sensitive (special) data for the following purposes:

- for the protection of a person's health and safety whilst in the care of Wetherby District Scouts
- to respect a person's religious beliefs with regards to activities, food and holidays
- for equal opportunity monitoring and reporting.

Our retention periods

We will keep certain types of information for different periods of time in line with our Data Retention Policy, which is an appendix to this Data Privacy Notice and Policy.

The Scout Association's Data Protection Policy and Data Privacy Notice are available on its website <https://scouts.org.uk>

Joint control of membership data

The Scout Association and Wetherby District Scouts process the data of members, parents/guardians of youth members, volunteers on our membership databases. Volunteer data is processed between Wetherby District Scouts and The Scout Association. Information The Scout Association and Wetherby District Scouts hold about volunteers and youth members may include the following:

- name and contact details
- length and periods of membership and volunteer service (and absence from membership and service)
- details of training you receive
- details of any youth badges and awards
- details of your experience, qualifications, occupation, skills and any awards you have received
- details of Scouting events and activities you have taken part in
- details of next of kin or parents details (in the case of youth members)
- age/date of birth
- details of any health conditions
- details of disclosure checks
- any complaints we have received about the member
- details about your role(s) in Scouting
- details about your membership status
- race or ethnic background and native languages
- religion
- nationality

Processing Activities

The following is a list of common data processing activities for members, parents/guardians of youth members, volunteers data on the membership systems. This includes an indication of which entity carries out this activity which is shared with the other.

Processing Activity	Description	Processing Entity
Scout Member capture	Initial data load of a new Scout Member onto the membership database	Wetherby District Scouts
Scout Member disclosure check	Disclosure checks for any adult Scout Members that require them	Wetherby District Scouts initiate, The Scout Association complete the check
Scout Member operational administration	This may include: <ul style="list-style-type: none"> • Scout Member data updates • Maintaining training record • Events attended • Permits approved • Badges awarded 	Wetherby District Scouts and The Scout Association
Scout Member disciplinary	Scout Member disciplinary detail capturing where a Scout Member has breached POR or any other Scout policy	Wetherby District Scouts initiate The Scout Association involved if severity meets a policy threshold
Scout Member leaving	The updating of an individual's membership status post leaving the association.	Wetherby District Scouts
Scout Member data reporting	Reporting on trends and monitoring data to be able to demonstrate The Scouts impact and to attract funding (this may include optional special category data of the Scout Members)	The Scout Association Wetherby District Scouts may access special category data for Census and local Scouting delivery
Scout Member Training	The addition of mandatory training for Scout Members, where applicable	The Scout Association
Scout Member roles definition	The definition of Scout Member roles on the membership databases	The Scout Association

Sharing your information

Young people and other data subjects

We will normally only share personal information with appropriate adult volunteers holding an appointment in Wetherby District Scouts.

Adult volunteers

We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for Wetherby District Scouts and Central Yorkshire Scouts as well as with The Scout Association Headquarters as independent data controllers.

All data subjects

We will, however, share your personal information with others outside of Wetherby District Scouts where we need to meet a legal obligation. This may include The Scout Association and its insurance subsidiary (Unity Insurance Services), local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so. We will never sell your personal information to any third party.

Sometimes we may nominate a member for national awards, (such as Scouting awards or Duke of Edinburgh awards) such nominations may require us to provide contact details and award nomination details, such as citations to that organisation. We may also share data on award nominees for National Honours Awards, including the same data as above.

Where personal data is shared with third parties we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the GDPR and DPA 2018.

How we store your personal data

We generally store personal information in the following ways:

Online Membership System of The Scout Association - used for the collection and storage of adult volunteer personal data.

Online Scout Manager (OSM) – this is the online system used to store and manage data on young people within our Explorer Units.

In addition adult volunteers may hold some personal data on local spreadsheets/databases.

Website Forms – these allow data to be submitted via the website www.wetherbydistrictscouts.org.uk which will create an email to one or more recipients. The data is stored in a database and is kept for 21 days to allow for re-sending the information to the notification recipient then it is automatically deleted.

Event Management – an online database system is used to manage attendance at large Wetherby District Scouts events.

Paper is sometimes used to capture and retain some data for example:

- Gift Aid administration
- Event registration
- Health and contact records forms (for events)
- Events coordination with event organisers

Paper records for events may be used rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event.

Emails are used for communication purposes and may be retained where there is a need to do so in accordance with our data retention policy (see appendix). Emails may be printed or stored outside the email system.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

How we provide this Privacy Notice & Policy

This Data Privacy Notice & Policy is available to those whose data is being processed by us through the Wetherby District Scouts website www.wetherbydistrictscouts.org.uk A printed version is available on request.

Your rights

As a Data Subject, you have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the Information Commissioner's Office (www.ico.org.uk)

Unless subject to an exemption under the GDPR and DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed – you have a right to know how your data will be used by us.
- The right to access your personal data – you can ask us to share with you the data we have about you. This is a Data Subject Access Request.
- The right to rectification – this just means you can update your data if it's inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association's membership system.
- The right to erasure – this means that you have the right to request that we delete any personal data we have about you. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons.
- The right to restrict processing – if you think that we are not processing your data in line with this privacy notice then you have the right to restrict any further use of that data until the issue is resolved.
- The right to data portability – this means that if you ask us we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- The right to object – you can object to the ways your data is being used.
- 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 and it is highly unlikely that this will be used by us.

Website cookies

Forms related cookies

When you submit data through a form such as those found on our website contact pages or comment forms, cookies may be set to remember you and your user details for future correspondence.

Third party cookies

Our website uses cookies to help to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

We sometimes embed content from different websites and pages with this embedded content may present cookies from these websites. Similarly, when you use one of the share buttons on our website, a cookie may be set by the service you have chosen to share content through. You should check the relevant third party website for more information about these cookies.

More information on how our website uses cookies can be found on the cookies page <https://www.wetherbydistrictscouts.org.uk/cookies>

Who to contact

If you have any queries relating to this Privacy Notice & Policy or our use of your personal data, please contact the Chair of the Trustee Board via chair@wetherbydistrictscouts.org.uk

Version number 5 – March 2025

Data Retention Policy

The purpose of this Data Retention Policy is to specify Wetherby District Scouts guidelines for retaining different types of data and for how long. It covers all data held by Wetherby District Scouts, including Explorer Units, regardless of the medium in or on which the data is held.

Where statute or regulation departs from the requirements of this policy, Wetherby District Scouts will comply with the relevant statute or regulation. This policy may be updated from time to time.

Personal data retention is governed by current Data Protection legislation. Data must be accurate, kept up to date and retained for no longer than is necessary for the purpose for which it was obtained. Details or retention periods are set out in the tables below.

The retention periods set out in this policy cover data that is routinely collected and stored by Wetherby District Scouts. Any other personal data required for ad hoc purposes will be destroyed as soon as it is no longer required.

RETENTION PERIODS

Young People

Data Process	Data Type	Retention	Justification
Pre-join enquiries	Personal data	1 year after enquiry or until member joins, whichever is the shorter	To place them on the waiting list for a place and keep them informed of progress
Joining	Personal and sensitive data (special category)	10 years after the young person leaves	For enquiries on membership and to assist re-joining
Events	Personal and sensitive data (special category)	2 months after the event	For enquiries on the event and responding to incidents
Safeguarding	N/A – see Scouts Association Safeguarding policy	N/A – see Scouts Association Safeguarding policy	N/A – see Scouts Association Safeguarding policy
Incident – no medical intervention	Personal and sensitive data (special category)	7 years after incident, or 7 years after individual turns 18 if later	For any legal claims raised
Training and badge records	Personal data	2 years after the young person leaves	For any re-joins
Attendance register	Personal data	2 years (1 year for event attendance)	For annual registration review

Adult volunteers

Data Process	Data Type	Retention	Justification
Pre-join enquiries	Personal data	1 year after enquiry or until adult volunteer joins, whichever is the shorter	To process their enquiry and keep them informed of progress
Joining Information	Personal and sensitive data (special category)	2 years after the adult volunteer leaves	For enquiries on membership and to assist re-joining
Events	Personal and sensitive data (special category)	2 months after the event	For enquiries on the event and responding to incidents
Safeguarding	N/A – see Scouts Association Safeguarding policy	N/A – see Scouts Association Safeguarding policy	N/A – see Scouts Association Safeguarding policy
Complaints	Personal and sensitive data (special category)	Until the complaint has been resolved	To enable the complaint to be dealt with
Incident – no medical intervention	Personal and sensitive data (special category)	7 years after incident, or 7 years after individual turns 18 if later	For any legal claims raised
Training records and permits	Personal data	2 years after the adult volunteer leaves	For any re-joins
Appointment Review Form	Personal data	Until the next review has been completed, which will be a maximum of 5 years	As part of the preparation for the next appointment review
Minibus drivers	Personal data	Until the driver leaves or ceases to be an approved Wetherby District Scouts minibus driver	To ensure drivers are licensed and insured
Financial information	Personal data	3 months after a decision on financial support has been made	To process applications for support from our Financial Inclusion or Grants funds
Payments – bank details	Personal data	Until the volunteer ceases to be involved with Wetherby District Scouts	To enable payments to be made by bank transfer
Bank mandate	Personal data	Until the volunteer ceases to be a bank signatory	To enable the bank mandate to be maintained

Parents/Guardians

Data Process	Data Type	Retention	Justification
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Pre-join enquiries	Personal data	1 year after enquiry or until member joins, whichever is the shorter	To place them on the waiting list for a place and keep them informed of progress
Joining	Personal and sensitive data (special category)	2 years after the young person leaves	For enquiries on membership and to assist re-joining
Events	Personal and sensitive data (special category)	2 months after the event	For enquiries on the event and responding to incidents
Safeguarding	N/A – see Scouts Association Safeguarding policy	N/A – see Scouts Association Safeguarding policy	N/A – see Scouts Association Safeguarding policy
Complaints	Personal and sensitive data (special category)	Until the complaint has been resolved	To enable the complaint to be dealt with
Incident – no medical intervention	Personal and sensitive data (special category)	7 years after incident, or 7 years after individual turns 18 if later	For any legal claims raised
Financial information	Personal data	3 months after a decision on financial support has been made	To process applications for support from our Financial Inclusion or Grants funds
Payments – bank details	Personal data	3 months after the payment has been made	To enable payments to be made by bank transfer and any queries addressed

Donors

Data Process	Data Type	Retention	Justification
Gift Aid claims	Personal data	6 years after the end of the financial year in which the last donation was made	HMRC Tax Audit