

Policy Documents

Privacy Policy



25th Allerton Scout Group Privacy Policy

Version 1.1 – Reviewed September 2025

Who We Are

The **25th Allerton (St. Mary's Grassendale) Scout Group** ("we") is part of **The Scout Association** and operates under its umbrella. We are an **excepted charity** by the Charity Commission for England & Wales.

The **Data Controller** for the group is the Trustee Board, appointed annually at our AGM.

If you have any questions about how we use your personal data, please contact our Trustee Board Chair at:

[insert name, email address and phone number].

We take the issue of privacy very seriously and are committed to protecting and respecting your personal information. This Privacy Notice explains our current data processing practices. It has been reviewed for compliance with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018**. We will update it when required.

The Information We Collect

We collect personal information necessary for membership of the Scout Group. This may include:

- Name, gender, and date of birth of the young person.
- Names, addresses, and contact details of parents/carers.
- Health information needed to keep young people safe during activities.
- Information for Scouts UK census purposes (e.g. ethnicity, additional needs).
- With permission, photographs and short videos of young people taking part in activities.

For adult volunteers, trustees, leaders, assistants, and helpers we may collect:

- Contact details and personal information.
- DBS disclosure details.
- Training records.
- Other information needed to fulfil safeguarding and management requirements.

We will not provide your or your child's details to any third party for commercial purposes without your explicit consent. We may share information with third parties only when required to deliver Scouting activities (e.g. camp providers, activity organisers).

Lawful Basis for Processing

We process your personal information under the following lawful bases:

- **Youth members** – legitimate interests to deliver safe Scouting.
 - **Adult volunteers** – performance of a contract and legitimate interests.
 - **Special category data** (health, ethnicity, faith) – legitimate activities of a not-for-profit association.
 - **Photographs and videos** – explicit consent where the young person is identifiable.
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What Information Do We Store?

Personal information collected through our website, online systems, emails, and paper forms may be stored in both electronic and paper-based systems.

- Electronic records are held in password-protected systems.
 - Photographs and videos (where permission has been given) may be published on our website or official social media channels.
 - We also use **Google Drive** to securely store some electronic files. Access is restricted to authorised leaders and trustees only. Google acts as a data processor on our behalf. For more information, see [Google's Privacy Policy](#).
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Why Do We Collect and Use This Information?

We use personal data for the following purposes:

- **Waiting lists/new members** – to manage recruitment and placement.
- **Youth members** – to contact families about programmes, events, fundraising, camps, and activities.
- **Parents/carers** – to request support, share fundraising information, and update you about your child's activities.
- **Adult members** – to manage Scouting roles, training, DBS checks, and membership with The Scout Association.

- **Photos/videos** – to inform members and promote Scouting activities.
 - For fundraising purposes, where donations are made under the **Gift Aid scheme**, we collect donor names, addresses, and tax status information. This is shared with **HM Revenue & Customs (HMRC)** in order to reclaim Gift Aid.
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Joint Data Controllers

We share responsibility for personal data with **The Scout Association**.

- Youth data may be stored in *Online Scout Manager* (run by Online Youth Manager Ltd).
- Adult data is stored in *Scouts UK Digital System*.

Both systems are GDPR-compliant, and both the local Scout Group and The Scout Association act as joint data controllers.

Who We Share Information With

- Other parts of The Scout Association (Headquarters, District, County, Region, or other Scout Groups).
- Third parties who provide Scouting activities (only where necessary).
- Authorities legally entitled to require it (e.g. safeguarding bodies, law enforcement, courts).

We never sell your data to third parties.

How Long We Keep Information

- Current and ex-member details are usually deleted or anonymised within **two years** of leaving Scouting.
 - Some records may be held longer for safeguarding (up to **25 years**) or for legal/financial reasons (e.g. Gift Aid, **7 years**).
 - Adult member details may also be retained by The Scout Association for legal purposes.
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Your Rights

Under data protection law, you have the right to:

1. Be informed how your data is used.
2. Access the personal data we hold about you.
3. Request rectification if your data is inaccurate or incomplete.
4. Request erasure (in some circumstances).
5. Restrict processing while concerns are resolved.
6. Request data portability in a machine-readable format.
7. Object to certain processing (e.g. fundraising communications).
8. Not be subject to decisions based solely on automated processing.

To exercise your rights, please use the contact form on our website or contact the Trustee Board Chair.

If you are unhappy with how we use your data, you also have the right to complain to the **Information Commissioner's Office (ICO)** at www.ico.org.uk.

Cookies

Our website uses cookies to improve your browsing experience. This includes:

- **Form cookies** – to remember details you enter into contact forms.
- **Analytics cookies** (e.g. Google Analytics) – to understand how visitors use our site.
- **Third-party cookies** – from embedded content or services such as maps or social media.

You can disable cookies in your browser settings, although some site functions may not work correctly.

Further Processing

If we need to use your personal data for a new purpose not covered by this notice, we will provide you with an updated notice and seek your consent where necessary.

Review and Version Control

Version 1.1 – Reviewed September 2025

Next review due September 2026
