



9th Wakefield (South Ossett) Scout Group

Data Protection Policy

Version 1.1 – June 2026

Policy completed by Ben Simeson – Trustee

Status - ACTIVE

What is a Data Protection Policy?

This Data Protection Policy describes the categories of personal data that the Ninth Wakefield (South Ossett) Scout Group process and for what purposes said data is processed. The Ninth Wakefield (South Ossett) Scout Group 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 the Data Protection Act 2018 (DPA 2018). This Data Protection Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with the Ninth Wakefield (South Ossett) Scout Group.

Ninth Wakefield (South Ossett) Scout Group may from time to time make minor changes to this policy. We will notify our members when we make any substantial or significant changes to the policy.

Who we are

Ninth Wakefield (South Ossett) Scout Group are a registered charity with the Charity Commission for England & Wales; charity number 524822. The Data Controller for Ninth Wakefield (South Ossett) Scout Group is the Trustee Board who are appointed at an Annual General Meeting and are Charity Trustees.

The Chair of the Charity Trustees is [Position Vacant – Contact GLV Robert McGrath] The Chair also operates as the Deputy Data Control Officer and only assumes responsibility when the role of Data Control Officer is vacant.

The Data Control Officer is Ben Simeson (Ben.Simeson@cycscouts.org.uk).

Important Definitions

'We' shall henceforth refer to the Ninth Wakefield (South Ossett) Scout Group.

'ICO' is the Information Commissioner's Office, the body responsible for enforcing data protection legislation within the UK and the regulatory authority for the purposes of GDPR.

'Personal Data' is defined as any information about an identified or identifiable person. For example, an individual's home address, personal (home and mobile) phone numbers and email addresses, occupation, and so on can all be defined as personal data.

Some categories of personal data are recognised as being particularly sensitive ("special category data"). These include data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic and biometric information, and data concerning a person's sex life or sexual orientation.

'Processing' means all aspects of handling personal data, for example collecting, recording, keeping, storing, sharing, archiving, deleting and destroying it.

'Data Controller' means anyone (a person, people, public authority, agency or any other body) which, on its own or with others, decides the purposes and methods of processing personal data. We are a data controller insofar as we process personal data in the ways described in this policy.

'Data processor' means anyone who processes personal data under the data controller's instructions, for example a service provider. We act as a data processor in certain circumstances.

'Subject Access Request' is a request for personal data that an organisation may hold about an individual. This request can be extended to include the deletion, rectification and restriction of processing.

'Membership System' This refers to the Microsoft Dynamics based system we use to store membership information. This database is used both by The Scout Association as well as the Ninth Wakefield (South Ossett) Scout Group. It integrates with our Learning Management System.

'OSM' refers to Online Scout Manager, a subsidiary of Online Youth Manager Limited. Both this policy, and the policy of OSM, apply to data held on this platform.

'Data Control Officer' refers to the nominated person who manages data storage and use in accordance with GDPR, and responds to breaches and Data Subject Access Requests. More information about the role can be found in the Group Constitution.

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 or in paper form, digital form or via our online membership systems. The data protection policy 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.

- Bank account details and tax status information - so that we are able to collect gift aid from HMRC where donations are made.
- 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.
- Additional information collected during registration – to help facilitate the running of the Ninth Wakefield (South Ossett) Scout Group.

The Lawful Basis We Process Your Data By

We comply with our obligations under the GDPR and the Data Protection Act 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, where such photographs place the data subject as the focal point of the shot. 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. At such events we may employ the use of 'smiley face neckers', to help us determine a person's photograph consent. We will make all reasonable effort to not feature the faces of individuals wearing these. We cannot be held responsible if an individual removes this item and is then photographed, however the individual may then request removal of the photograph from any database/material, where it is appropriate/practical to do so. It is not possible to remove the photograph from physical printed items, however if an individual is the focus of such photographs, permission will always be double checked against our records, and the photographs will not be used again in the future.

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 the Ninth Wakefield (South Ossett) Scout Group.
- to provide a voluntary service for the benefit of the public in a particular geographical 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 the Ninth Wakefield (South Ossett) Scout Group.
- 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.

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 the Ninth Wakefield (South Ossett) Scout Group.
- to respect a person's religious beliefs with regards to activities, food and holidays for equal opportunity monitoring and reporting.

Our Retention Period

We will keep certain types of information for different periods of time in line with our Data Retention Policy. Our Data Retention Policy can be found on our website <http://www.9thwakefieldscouts.org>.

The Scout Association's Data Protection Policy can be found at <https://www.scouts.org.uk/about-us/policy/data-protection-policy/> and the Data Retention Policy can be found at <https://www.scouts.org.uk/about-us/policy/data-retention-policy/>

Joint Control of Membership Data

The Scout Association and the Ninth Wakefield (South Ossett) Scout Group process the data of members, parents/guardians of youth members, and volunteers on our membership databases. Members, and parents/guardians of youth members data is only held by the Ninth Wakefield (South Ossett) Scout Group, unless otherwise specified/anonymised. Volunteer data is processed between the local Scout Groups and The Scout Association. Information The Scout Association and the Ninth Wakefield (South Ossett) Scout Group hold about volunteers may include the following:

- name and contact details.
- length and periods of membership and volunteer service (and absence from membership and volunteer service).
- details of training received.
- details of experience, qualifications, occupation, skills and awards received.
- details of Scouting events and activities members have taken part in.
- details of next of kin.
- age/date of birth.
- legal sex.

- details of any health conditions.
- details of disclosure checks.
- any complaints we have received about the member.
- details of any safeguarding concerns raised about or by the member.
- details about role(s) in Scouting.
- details about membership status.
- diversity and inclusion data (including nationality, ethnicity, religion / belief, health information, gender, and sexual orientation).

Processing Activities

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

Scout Member capture	Initial data load of a new Scout Member onto the membership database	Ninth Wakefield (South Ossett) Scout Group
Scout Member disclosure check	Disclosure checks for any adult Scout Members that require them	Ninth Wakefield (South Ossett) Scout Group 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 	Ninth Wakefield (South Ossett) Scout Group and The Scout Association
Scout Member disciplinary	Scout Member disciplinary detail capturing where a Scout Member has breached POR or any other Scout policy	Ninth Wakefield (South Ossett) Scout Group 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.	Ninth Wakefield (South Ossett) Scout Group
Scout Member data reporting	Reporting on trends and monitoring data to be able to demonstrate The Scouts impact and to attract funding (this may	The Scout Association Ninth Wakefield (South Ossett) Scout Group may

	include optional special category data of the Scout Members)	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 adult volunteers holding an appointment in the Ninth Wakefield (South Ossett) Scout Group.

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 the Ninth Wakefield (South Ossett) Scout Group, 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 the Ninth Wakefield (South Ossett) Scout Group where we need 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 the Data Protection Act 2018.

How we store your personal data

We generally store personal information in the following ways:

The Scout Association Online Membership System - this is used for the collection and storage of adult volunteer personal data. More information can be found at <https://www.scouts.org.uk/about-us/policy/data-protection-policy/>

Online Scout Manager - is the online membership system of Online Youth Manager, this system is used for the collection and storage of youth member personal data. More information can be found at <https://www.onlinescoutmanager.co.uk/security.html>

Google Drive – this is used for the storage of photographs and print media, as well as anonymised census data. It is also for the storage of accident reports, which are held securely until the data retention period has expired. More information can be found at <https://cloud.google.com/privacy/gdpr>

In addition, adult volunteers may hold some personal data on local spreadsheets/databases, however this is only used short term in the planning and administration of events and the running of our sections.

Printed records and data held while attending 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, such as shooting forms
- Accident forms and reports

Paper records for events are 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. After the conclusion of the event, all paper records are either returned to the individual (if appropriate) or destroyed.

Paper accident forms are also collected and stored until they are reviewed at the next Trustee meeting, after which they are destroyed.

All paper records are held in a secure filing cabinet, with access only granted to members of the Ninth Wakefield (South Ossett) Scout Group Leadership team, and Board of Trustees, and only when an individual has completed GDPR training. Long term records are scanned and uploaded to one of our online systems, and physical copies are destroyed.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Policy, then we will provide you with a new information or an updated Policy 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 you with access to this Data Protection Policy

This Data Protection Policy is located on our website (9thwakefieldscouts.org) and a paper copy is available upon 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 the 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. Details on how to submit a Data Subject Access Request can be found on our website.
- 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 online 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 for legal of financial reasons.
- The right to restrict processing – if you think that we are not processing your data in line with this Data Protection Policy 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, it's highly unlikely that this will be used by us.

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