



## Malling District Scout Council – Privacy Policy

### What is this privacy notice/policy?

This Data Privacy Notice/Policy describes the categories of personal data Malling District Scout Council process and for what purposes. Malling District Scout Council 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/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 Malling District Scout Council.

### Who we are?

Malling District Scout Council are a registered charity with the Charity Commission for England & Wales; charity number 308139.

The Data Controller for Malling District Scout Council is the Trustee Board who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Charity Trustees is Denis Spiller ([chair@mallingscouts.org.uk](mailto:chair@mallingscouts.org.uk)).

From this point on Malling District Scout Council will be referred to as “we”.

As we do not process data on a large scale, we are considered a small charity under the General Data Protection Regulation and are therefore not required to appoint a Data Protection Officer. However, we do have a Data Lead; this is Adam Ray ([data@mallingscouts.org.uk](mailto:data@mallingscouts.org.uk)).

### 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 [scouts.org.uk](https://scouts.org.uk) and Online Scout Manager. 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, information will usually be obtained from a parent or guardian, however, in some circumstances, can 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 we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on a role with Scouts.
- Gender - so we can address individuals correctly and accommodate for any specific needs – Young People may provide alternative information to that their parent or guardian has provided, in this instance. Data will only be shared with those the Young Person gives permission for, and in anonymous form with Scouts HQ.
- Sex – so we can process criminal record checks, or provide information to travel providers, as required.
- Emergency contact information - so we can 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, or arrange insurance, such as when hiring vehicles.
- Tax status information - so we can claim gift aid from HMRC where donations or subscription payments are made.
- Bank account details - so we can make payments.
- Learning records - so members can track their progression through the Scout programme or Learning Tree. This data will also be used to monitor compliance with Scout rules.
- Ethnicity - to enable reporting to Scouts as part of the annual census.
- Health records - so we can make suitable arrangements based on members medical needs.
- Disability - to enable reporting to Scouts as part of the annual census.
- Religion - to enable reporting to Scouts as part of the annual census.
- Criminal record checks - to make sure Scouts is a safe space for young people and adults.
- Payment Details - through a payment gateway, not limited to PayPal, Stripe, or GoCardless. These details will never be stored by Malling District Scout Council and by using these services, you are consenting to your data being processed in line with their policies.

## **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, courses and events to our members and other volunteers in Malling Scouts
- to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- to administer the Friends of Comp Wood and provide news, updates and event information
- to administer membership records
- to fundraise and promote the interests of Scouts
- to manage, recognise and reward our volunteers
- to maintain our own accounts and records (including the processing of gift aid applications)
- to make payments to volunteers and suppliers
- to inform you of news, events, activities and services being run or attended by Malling Scouts
- to ensure and evidence your suitability if volunteering for a role in Scouts
- 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 Malling 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 information for different periods of time in line with our retention policy.

Our period for data retention is a maximum of 15 years. However, when sharing data with Malling District Scout Council, the subject will be informed the purpose for storing the data and therefore the length of time it will be stored.

The Scout Association's Data Protection Policy can be found [here](#) and the Data Privacy Notice [here](#).

### **Sharing your information**

#### **Young people and other data subjects**

We will normally only share personal information with adult volunteers within Malling Scouts.

We will share the personal data of youth members and their parents/guardians with The Scout Association UK Headquarters for the purpose of managing safeguarding and safety cases. The privacy and security notice for The Scout Association can be found here: <https://www.scouts.org.uk/DPPolicy>.

We will also share data of Young Leaders with the Groups that they volunteer with to ensure consistency of data and their safety whilst volunteering.

#### **Adult volunteers**

We will normally only share personal information with adult volunteers holding appropriate roles within the line management structure of The Scout Association for Malling Scouts as well as with The Scout Association Headquarters as data controllers in common. We will sometimes share adult information with other parties, for the purposes of recognising adult volunteers – in these circumstances, permission will usually be sought, however, we recognise that in some instances, nominations/submissions should be made without the adult knowing.

#### **All data subjects**

We will however share your personal information with others outside of Malling District Scout Council 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 local, or national awards, such nominations would require us to provide contact details to that organisation.

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:

**scouts.org.uk** - is the website of The Scout Association, used to access My Membership, used for the collection and storage of adult volunteer personal data, and My Learning, used to track volunteers' learning.

**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.

**Microsoft 365** - is the system we use for organisation email accounts and cloud file storage. This is administered by members of the District Team.

**Cognito Forms** - is the system we use to capture data via web form where we need additional functionality.

**Event Management Systems** – either provided by event organisers, or procured by District Event organising teams, used to manage attendance at events.

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

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

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.

Occasionally, it may be necessary for alternative digital tools to be used to store data. In these instances, volunteers will consult with the Data Lead to assess the suitability of the tool, and what types of data will be stored. Updates will be made to this Policy as required.

### **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**

A link to the Privacy page on our website is provided to those whose data is being processed by us.

### **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](http://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 My Membership tool.

- The right to erasure – this means 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, it's 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 contact pages or comment forms, cookies may be set to remember you your user details for future correspondence.

### **Third Party Cookies**

We also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter when interacting with us.

The Malling Scouts website uses Google Analytics which is one of the most widespread and trusted analytics solutions on the web for helping us 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.

For more information on Google Analytics cookies, see the official Google Privacy information [page](#).

### **Who to contact**

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us by emailing the Data Lead on [data@mallingscouts.org.uk](mailto:data@mallingscouts.org.uk).

### **Review**

This Data Privacy Notice will be reviewed annually by members of the Trustee Board before approval by the Board.

Last Review: June 2026

Next Review: June 2027