Peake Explorer Scout Unit (part of Richmond upon Thames District Scouts)

1. **Our commitment to your privacy**

   1.1 We are setting out our privacy policy as a result of changes in the rules on how we communicate with you due to the new General Data Protection Regulation, which came into force in May 2018. This policy explains the ways in which Peake Explorer Scout Unit collects personal information about you and your Explorer and how we may use that information.

   1.2 We will never sell or swap your personal data and will only share it within the Richmond District Scouting when it is directly needed. For example, if your Explorer is taking part in a District Event.

   1.3 We share anonymized data with Scouts HQ as part of the annual "Census" every January. This data has no identifying information but is used to collate statistics on scouting throughout the UK.

   1.4 If you want to obtain a copy of the personal information we hold on you or your Explorer, or to request us to update or correct any information please contact our Explorer Scout Leader.

2. **Personal and Sensitive Information we collect**

   2.1 The information we collect depends on the activities your Explorer is taking part in.

   2.2 If your child has signed up to be an Explorer we will need to ask you for the following information to ensure your child's safety and that activities are accessible to them;
   - 2.2.1 Parent's full contact details, including telephone numbers and email address
   - 2.2.2 Explorer's name, school and date of birth
   - 2.2.3 'Medical' information e.g. does your Explorer have any disabilities, allergies, dietary needs, learning or other specific needs
   - 2.2.4 Religion and ethnicity. When we send our annual census to Scouts HQ data is requested on 'religion and ethnicity'. These questions are not used by us but are required by the Annual Scout Census. This information is only passed on in anonymous format. You can decline to give this information if you choose.
   - 2.2.5 This data is stored on our secure database "Online Scout Manager" (OSM) and is only accessible to Leaders and Assistant Leaders directly involved in your Explorer's care.

3 If your Explorer is taking part in an extra activity, for example a camp.

3.1 We will require a fully completed health form for your Explorer so that we are able to care for them correctly. This should include all *'medical'* conditions (see 2.2.3) and medications required with a signed consent to administer any necessary medications.

3.2 This data is not stored by us after the camp. Health forms on camp are kept on site (privately) at each camp and are shredded once the camp has been completed. They are not stored electronically.

3.3 We pass on your Explorer's name and your contact details to a designated/specific 'in touch emergency contact' to enable them to contact all parents in the case of an emergency on camp.

4 Adult details:

4.1 If you are volunteering with us on a regular basis, we will ask you to complete a DBS check. This system / data is not controlled by us, we do not store the data you provide, but will record the date that the check was undertaken in order to ensure compliance with our rules.

4.2 If you are an adult volunteer your details will be held on the secure Scout database Compass. This is only accessible to authorized Leaders, Authorized Members of the Richmond Upon Thames Scout District Team and Scout HQ. No sensitive information is held on this system.

5 How do we use your information?

5.1 We only use your personal data and your Explorer's personal data with your consent or where it is necessary to:
　　5.1.1　Enter into or perform a contract or service for you
　　5.1.2　Comply with a legal duty
　　5.1.3　Administer our relationship with you
　　5.1.4　We shall only use personal information for the purposes for which it was collected.

6 Contact:

6.1 We will use your personal data to contact you with information about Scouting activities we are running, e.g. camp invitations, termly programmes.

6.2 We may telephone you at any time if there is a query or an issue with caring for your Explorer.

6.3 We do not pass on your email address or phone number to anyone outside of Richmond Scouting, and only within the group where it is strictly necessary e.g. your child is joining a different local Explorer Group.

7   Administration

7.1 We use personal data for administrative purposes in connection with our scouting and group programme, e.g.:
   7.1.1   Establishing numbers of young people in Peake Explorers and age ranges.
   7.1.2   Compiling lists of camp attendees
   7.1.3   Compiling lists of young people due to receive badges.
   7.1.4   Notifying of an allocated responsibility e.g. Scout HQ cleaning slot on cleaning rota
   7.1.5   Notification of District Events (such as a QM & Maintenance Day).

8   Data Security

8.1   We use a number of mechanisms to protect the security and integrity of your personal information. However, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.   We take all reasonable steps and precautions required by law to protect personal information in our possession from misuse and loss and from unauthorised access, modification or disclosure.

9   Contacting us and keeping you in control

9.1 You have the right to remain in control of your personal data through;
   9.1.1   written confirmation on whether or not we hold your personal data and, if we, do to obtain a copy of the information we hold (a subject access request)
   9.1.2   the right to have your data erased (although this will not apply where it is necessary for us to continue to use the data for a lawful reason)
   9.1.3   the right to have inaccurate data rectified.
   9.1.4   You may request a copy of your personal information via your Section Leader.

10 Complaints

10.1   You can complain about any aspect of our data protection policy to the Explorer Scout Leader, Matt Barnes.

11 Changes to this Privacy Policy

11.1   We may update this Privacy Policy from time to time to ensure it remains up to date and accurately reflects how and why we use your personal data.

Last updated March 2020