



Hampshire County Scout Council

Data Protection, Confidentiality and Privacy Policy

INTRODUCTION

Hampshire County Scout Council ('Hampshire Scouts') is committed to protecting the rights and privacy of individuals, including our staff, volunteers, members of the public and others. This Data Privacy Policy describes the categories of personal data Hampshire Scouts process and for what purposes.

We will ensure that we collect and use 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 policy sets out how Hampshire Scouts will comply with these regulations.

Who is this policy for and what does it apply to?

The Hampshire Scout County comprises several Scout Districts. For the purposes of this policy document the term 'Hampshire Scouts' only applies to the County-level organisation that is led by the County Commissioner and managed by the Hampshire Scouts Board of Trustees.

Individual Districts and Groups will have their own related policies.

Hampshire Scouts is committed to fully complying with the Data Protection rules at all times. This means that every person (Leaders, Managers, Administrators, Honorary Officers and Trustees) involved in Hampshire Scouts must observe this policy.

Who we are

Hampshire County Scout Council are a registered charity with the Charity Commission for England & Wales (charity number 1015788).

The Data Controller is Hampshire County Scout Council. The contact address is; The County Office, Ferny Crofts Scout Activity Centre, Beaulieu Road, Brockenhurst, SO42 7YQ

We have appointed James Redfearn, County Secretary, as Data Protection Officer, who can be contacted at dpo@hampshirescouts.org.uk

Hampshire Scouts is registered with the Information Commissioners Office (ICO) and pays the Data Protection Fee annually. The reason for this is the use of CCTV at Ferny Crofts Scout Activity Centre.

HOW WE PROCESS DATA

The Legal Basis of our Data Processing

To achieve the purposes of the charity we process data **for our legitimate interests**. This includes processing for the purposes of:

- Administration of the Scouting Programme and Activities
- Governance
- Safety and Safeguarding
- Employment and Personnel reasons
- Administering bookings at Ferny Crofts Scout Activity Centre
- Fundraising and Public /Community Relations

We will process data by holding paper and electronic records, using the facilities of our data processing partners and sending communications by paper and electronic means.

We process data **for legal reasons**. This includes for the purposes of:

- maintaining safety and safeguarding records in compliance with the Scout Association's Policy Organisation and Rules (POR)
- Employment purposes
- maintaining accounting records as required by HMRC and charity regulation

We process data by reason of **data subjects' consent**. This includes for the purposes of:

- Providing information to members about the Scouting programme
- Providing communications relevant to governance, administration and fundraising
- Statistical reporting about inclusion relating to ethnicity and disability

Categories of Personal Data we process

Data will be processed about members', adult helpers' and employees' Ethnicity, Health, Disability and Religious Belief to enable inclusion.

Information about criminal records will be processed to inform recruitment decisions but will not be kept. (Disclosure of all criminal convictions and cautions and the provision of an enhanced certificate from the Disclosure and Barring Service is required for all adults in relevant roles, this being in compliance with the relevant legislation about filtering and rehabilitation of offenders)

The personal data of members and adult helpers we process will include full name and contact details, date of birth and age, records of service, and training. Records of service will include roles and activities undertaken and role reviews. Relevant records will be kept for the management of Safety, Safeguarding and Personnel.

Website information will be kept for the effective management of the website and statistical purposes. This may include cookies, and further details are provided below (appendix two).

Financial information about bank accounts, payment of membership and activity fees, donations, payroll information, the processing of gift aid and the maintenance of records is processed as required by and in accordance with regulations.

Sharing of your Personal Data with Third Parties

Hampshire Scouts works with partner data processors including but not limited to; The Scout Association (TSA), Online Scout Manager (OSM), Duke of Edinburgh Award Scheme, Google, Cinolla (Ferry Crofts Scout Activity Centre Booking System), Microsoft, MailChimp and Dropbox. Hampshire Scouts has determined that our partner organisations processing data on its behalf are compliant with GDPR as far as it can assess.

Subject to Data Protection regulations Hampshire Scouts will share personal data as relevant with the Scout Association to enable to provision of the Scout programme and activities, training opportunities, administration and promotion.

Your data may also be shared to comply with legal requirements when necessary or to others when we have your consent, or shared with medical services to protect your vital interests.

Your data will be processed by partner data processors including cloud-based services for the good administration of the Hampshire Scouts and achievement of its charitable purposes.

Personal data may be transferred outside the UK and European Economic Area (EEA) through the use of cloud computing systems. The use of these systems has been considered for their data security compliance; their use is approved by the board of trustees.

Safeguarding Partnership

Hampshire Scouts is a member of the Scout Association (TSA) and complies with its Policy Organisation and Rules (POR). POR includes the safeguarding processes involving recruitment and safeguarding investigations. Personal information will be passed to TSA for their processes in safer recruitment and safeguarding. Information will be passed to the Police when there is a relevant concern.

Further processing

If we wish to use your personal data for a new purpose not already outlined to you or within this policy, 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.

DATA SUBJECT RIGHTS

Your Rights under Data Protection Regulation

People's (Data Subjects) rights are as follows:

- **To be informed** about how personal data is processed: this Data Protection and Privacy Policy seeks to provide that information
- **To have personal data corrected:** Hampshire Scouts requests all members to notify any changes and will update information without delay.
- **To object to processing:** Hampshire Scouts will comply with all requests as far as possible, some records are maintained for the formal administration of the charity, for safety and for safeguarding purposes when retention of records will be required.
- **To restrict** processing: Hampshire Scouts will comply with all requests as far as possible,
- **To have personal data erased:** Hampshire Scouts will comply with all requests as far as possible.
- **To request access:** Hampshire Scouts will comply with current regulations
- **To move, copy or transfer** personal data: Hampshire Scouts will comply with requests as far as possible acknowledging that adult member records are included in Compass. The transfer of young persons data in OSM may be possible.

Subject Access Requests

Any person, who is the subject of personal data held by Hampshire Scouts, may make a Subject Access Request by contacting the County Chairperson. The request will be processed in accordance with current regulations. Details of how you can make a request can be found on our website.

Questions about Data Protection or the use of Personal Data

Any questions or comments about data protection or this policy, notwithstanding personal rights above, should be addressed to the Data Protection Officer.

DATA MANAGEMENT PROCESSES

Data Breaches

Any loss of personal data, as described in the legislation, must be reported to the Data Protection Officer (DPO) including:

- Data being accessed by unauthorised person(s) either in Hampshire Scouts or externally,
- Data or records being lost (or found)
- Systems failing their security including IT and hard copy files

The DPO will consider the seriousness of the data breach and if necessary, report the matter to the Information Commissioner's Office (ICO). The record of every Data Breach and the actions taken will be recorded in the Data Privacy Breach log. Hampshire Scouts will cooperate with the ICO fully to respond to any matters.

The matter will be investigated and if possible, the root cause of the breach will be determined. Corrective action will be taken in accordance with the regulations.

If a breach is likely to result in a high risk to the rights and freedoms of individuals, those affected by the data breach will be informed as soon as is practicable so that they may take appropriate action. All breaches will be reported as a matter of routine to the County Board of Trustees.

Retention of Records

Records will be retained for the good administration of Hampshire Scouts as follows:

- For Governance matters - indefinitely
- Attendance records for safeguarding purposes – indefinitely
- Financial records will be retained for six years.
- Employment records will be kept for six years after employment termination. Working time documents including annual leave, overtime and time off for other reasons will be retained for two years.
- Records of shortlisted application forms and interviews will be retained for six months. Non shortlisted application forms will be destroyed after conclusion of the interview process and not longer than three months.
- Accident and Incident Reports will be retained for three years unless relating to a child in which case this will be retained until the subject reaches the age of 21.
- Membership, involvement, appointments and training records will be kept in compliance with the Scout Association's policy.
- Notes and records from Safeguarding investigations will be sent to the Safeguarding Team at Scout HQ for retention and not kept locally

- Ferny Crofts Booking System records will be retained for three years after the last booking date made by each individual.
- CCTV images at Ferny Crofts Scout Activity Centre are retained for 30 days, unless required for purposes of an internal investigation or crime reporting, at which point they will be retained in accordance with the relevant laws and/or regulations.
- Subject Access Request records and responses will be retained for one year after a response is issued by the County.

ADMINISTRATIVE PROCEDURES

Access to Data by Hampshire Scouts Personnel

All leaders, administrators and executive (personnel) with access to personal data will be trained in Data Protection. For most the Scout Association Online training will suffice. Hampshire Scouts personnel with access to personal data must also read this policy and training may also include attending other relevant courses.

Everyone with access to personal data must comply fully with this policy and must raise any concerns with their line manager or the DPO.

All personnel will only use the personal data of Hampshire Scouts for the achievement of the charitable purposes as set out above and not for any other reason. Personal data will only be accessed and processed as relevant to their role in Hampshire Scouts.

Personal data must not be shared outside of Hampshire Scouts by any personnel except in accordance with the specific conditions of this policy.

Personnel may process data on their home PC providing it is secure from possible unauthorised access. PCs must be protected by firewall and internet security. Data will only be placed on portable devices if the device allows password protection and encryption and is backed-up sufficiently.

When a PC or any other electronic device on which data is physically stored is disposed of the data on the hard drive must be properly and fully erased or destroyed, not just deleted.

Paper based files used at home must be kept secure. Files must only be transported when essential and when the data security risk has been considered and management steps put in place.

Processing of Adult Members' Personal records

The personal membership profile of each member is kept on Compass. It is the responsibility of each member to ensure that they keep their own record up to date.

Creation of Directories

The compilation of any directory must have the approval of the County Commissioner and County Chair. Directories must only contain the information that is specifically consented to be included. The request for consent must include information about access to or distribution of the directory. The directory must be kept up-to-date by a named person, and those persons contained within the directory have the right to have their data removed at their request.

Data Processing at Ferny Crofts Activity Centre

Ferny Crofts uses the Cinolla Booking System. Data is collected for the purposes of administering bookings, and is stored in accordance with this policy. The Cinolla booking system's data protection and privacy policy has been examined and approved for use by the Ferny Crofts Management Committee. The booking system uses minimal personal data, and this data is not used for marketing purposes.

Programme, Activity and Training Registration

Personnel will use appropriate and secure methods to gather information for registration. Only information that is necessary for the purpose will be requested.

Information may be gathered by paper or online forms. A data protection statement will be included in the form stating the whole use of the data and specifically identifying any sharing or not of information.

Activity registration data is often part of relevant training and safeguarding records and so will be kept for the relevant time scale.

Consent to Bulk Mailings

Bulk electronic mailings will be sent for notification of events, administration and governance. Anyone who wishes not to receive such mailings, providing it is not a duty, will be unsubscribed. All mailings will have an unsubscribe facility.

MANAGEMENT OF THIS POLICY

This policy is approved and owned by the County Board of Trustees, with operational oversight of the measures set out above delegated to the County Secretary (who is also the Data Protection Officer).

Communication of this Policy

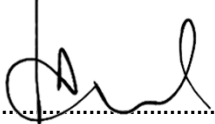
This policy is placed on the website and is available at and from the County Office

Review of this Policy

This policy will be reviewed periodically as any changes in regulations or best practice occur; this will be at least every 3 years.

Approval of this Policy

This policy was approved by the Hampshire Scouts Board of Trustees on 18th May 2021

Signed:  Paul Bell, County Chair

Date: 18/5/2021

APPENDIX ONE

Summary Data Protection and Privacy Statement

Hampshire Scouts is committed to compliance with UK Data Protection regulations and best practice in how it meets its duties. All personnel are required to adhere to this policy and to sign a declaration of compliance.

Hampshire Scouts is the data controller and works with the Scout Association and others to process data. Hampshire Scouts is an unincorporated educational children's charity that runs activities for the development of young people and supports Hampshire Scout districts and groups. Personal information of young people, adults, helpers and donors is processed.

The legal basis of this processing is **for our legitimate interests**, including administration of the Scouting programme, governance, safety and safeguarding, employment reasons, fundraising and public relations. We process data **for legal reasons** including maintaining safety and safeguarding records in compliance with the Scout Association's Policy Organisation and Rules, employment purposes, and maintaining accounting records as required by authorities. We process data by reason of **data subjects' consent** including about providing information to members, providing communications relevant to governance, administration and fundraising and statistical reporting about inclusion relating to ethnicity and disability.

On the Hampshire Scouts website, cookies and logging of IP addresses is used for web security purposes.

Personal information is only used and shared internally and externally as required for the purposes of Scouting or as required by law.

Personal data is retained as required for the good administration of Hampshire Scouts and as required by law. Members' data may not be completely erased from the Scout Association database for reasons of legitimate interest, including safeguarding.

Data subjects may make a Subject Access Request by contacting the County Secretary at the County Office.

The full Hampshire Scouts Data Protection, Confidentiality and Privacy Policy is available on request from the County Secretary or the County Office.

Brief Data Protection Statement for use in registration or application forms

The personal data collected in this form is required for the administration of the activity/ booking/application/registration [DELETE AS APPROPRIATE]. The data will be kept securely and processed in accordance with our Data Protection and Privacy Policy.

APPENDIX TWO - Website Processing

The Hampshire Scouts website uses cookies and tracking for visitor analysis. The tracking software implemented on this website is Google Analytics, a web analytics service offered by Google that tracks and reports website traffic, for analysis by our website development teams.

Personal data that is collected on the website

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should be aware that other visitors may be able to download and extract any embedded data; you should therefore examine your images to your satisfaction before uploading them.

Contact forms

When you use a contact or event registration form, your information will be used for the purpose stated with the form. Cookies may be used to identify your preferences and provide a better service to you.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Analytics; Who we may share your data with

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes. [check that providing this information in a file is feasible and that we have the capability; who would fulfil this?]

Where we send your data

Visitor comments may be checked through an automated spam detection service – a WordPress Spam Detection tool. Jetpack by WordPress is a UK-based software to support Hampshire Scouts with minimising – but not eliminating – spam content.

Unauthorised Access to personal data on the website

Unauthorised access to the personal data of visitors to the website would constitute a data breach. The security of the website has been risk assessed and it is believed to be good. Any data breach discovered will be reported to the Data Protection

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 Processing:

In some special cases we also provide data to trusted third party processors the following

section details which third party processors you might encounter when using this site and what function they complete.

Gravatar - An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Jetpack - When visitors leave comments on the site, we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection. Jetpacks privacy policy can be found at <https://automattic.com/privacy/>

Google Analytics - This site 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](#).