



## Data Protection Privacy Policy

### Description of processing

The following is a broad description of the way this organization (data controller) processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organization has provided or contact the organization to ask about your personal circumstances.

### Reasons/purposes for processing information

We process personal information to enable us to; provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution; administer membership records; to fund raise and promote the interests of the charity; manage our employees and volunteers; maintain our own accounts and records; manage our campsite (Blackhills Scout Campsite); and organize events on behalf of the charity.

### Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- membership details
- goods and services
- financial details
- education and employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature

## **Who the information is processed about**

We process personal information about:

- members
- staff, volunteers
- trustees
- complainants, supporters
- enquirers
- advisers and representatives of other organizations
- customers of Blackhills Scout Campsite

## **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual them self and also with other organizations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA) 2017, implementing the EU General Data Protection Regulation (GDPR). What follows is a description of the types of organizations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- members
- family, associates or representatives of the person whose personal data we are processing
- employees
- current, past and prospective employers
- healthcare, social and welfare organizations
- educators and examining bodies
- financial organizations
- employment and recruitment agencies
- survey or research organizations
- business associates and professional advisers
- providers of goods and services
- local and central government
- other voluntary and charitable organizations

## **CCTV for crime prevention**

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime. It may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organizations and persons making an enquiry.

## **Data Subject Access Request**

Should you wish to enquire whether or not we process information about you or make a request for a copy of any personal information which Bradford South Scout District holds about you, you should write to the District Secretary by email to [secretary@bradfordsouthscouts.org.uk](mailto:secretary@bradfordsouthscouts.org.uk), outlining the personal data you are seeking to obtain. We will acknowledge your request and we will respond to you within 30 days of receiving it. We may need to verify your identity and ask you to clarify the data you are seeking to obtain.

## **Right to erasure (Right to be forgotten)**

Should you wish us to erase any personal information that Bradford South Scout District holds about you, then you should write to the District Secretary by email to [secretary@bradfordsouthscouts.org.uk](mailto:secretary@bradfordsouthscouts.org.uk). We will acknowledge your request by email, confirm whether we are able to erase the information requested (including confirming whether we hold it) and confirm to you once erased. We may need to verify your identity and ask you to clarify the data you are seeking to erase. We will consider each request on a case-by-case basis and whilst we will not seek to refuse your request unreasonably, we do have a number of statutory obligations that we must comply with. These include our vetting and safeguarding procedures, which may prevent us from being able to fully erase your personal data.

## **Correcting inaccurate personal data**

Should you believe that the personal data we hold about you may be inaccurate, you can write to the District Secretary by email to [secretary@bradfordsouthscouts.org.uk](mailto:secretary@bradfordsouthscouts.org.uk) outlining the inaccuracy. We will acknowledge your email, seek to address the inaccuracy and confirm back to you once corrected.

## Photography Policy

During Bradford South Scout events and activities, members of our media team, other members of the Scout Association and members of the public may be taking still and moving pictures. Pictures used by Bradford South Scout District outside of the event/activity will only be used in accordance with Scout Association guidelines. Pictures taken by our media team may be used during and after the event/activity in Bradford South Scouts or the Scout Association publications, and in local newspapers, on websites or in other media channels. Local newspapers and TV stations may also attend events/activities to provide external media coverage and members of the press will be accompanied at all times by a member of the event or activity staff/leader team. We will seek your specific permission if we wish to use your/your child's picture in any promotional or advertising material.

Anyone attending any Bradford South Scout District event or activity, or giving permission for their child/ward to attend an event or activity should note that attendance at the event or activity signifies their consent for pictures of themselves/their child to be used in line with the above policy. If you have specific concerns in this regard, please contact the specific event/activity manager.

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