# ARDROSSAN SCOUT GROUP PRIVACY NOTICE

### **Privacy Notice**

Ardrossan Scout Group holds and controls personal information about members and leaders. This notice explains what this information is, what it is used for and how it is managed.

The group gathers information as follows:

The group gat	hers information as follows:		
	Youth Members & Leaders		
What	Name		
information	Address		
is held	Contact details		
	D.O.B.		
	Gender		
	Qualifications and Training details		
	Awards/Badges		
	If relevant - medical information, religion, dietary requirements.		
	The state of the s		
Lawful Basis	Legitimate Interest		
for	Vital Interest (in a few cases, eg important medical information).		
processing	T vital interest fill a few cases, eg important medical information).		
Why/What	The group has an obligation to maintain a register of members to enable effective group and		
is it for			
is it ioi	member management, eg for insurance purposes, ensuring subscription payments and		
	affiliation fees to the Scout Association, notices, contacting members, safeguarding etc. In a		
	very few instances, medical information which could be of vital interest may be held.		
	Events may be filmed or photographed for promotional purposes.		
When/How	Contact details are collected when joining, by completion of paper application form.		
is it			
collected			
How is it	Name and contact details can be updated on-line via My.Scout or by contacting Section		
kept up to	Leaders		
date			
How is it	Young members' contact details are recorded on a fully hosted cloud-based membership		
used	management system provided by Online Youth Manager Ltd. This system has the highest		
	level of SSL certification (ie security) available and the Security and Data Protection policy		
	can be viewed here		
	https://www.onlinescoutmanager.co.uk/security.html		
	Adult members' contact and training details are recorded in the Scout Association's Compass		
	membership management system. This system has the highest level of SSL certification (ie		
	security) available and the Security and Data Protection policy can be viewed here		
	https://www.scouts.org.uk/about-us/policy/data-protection-policy		
	Interpretation policy was a policy was a protection policy		
	To make sure of continuity (for example if you leave and then re-join) and to carry out our		
	legal responsibilities relating to safeguarding young people, we keep your membership		
	information throughout your membership and after it ends, and we make sure we store it		
	securely.		
\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	The group does not along a combany' newsqual information		
Who is it shared with	The group does not share members' personal information.		
charad with	I and the second se		
Shared with			

## ARDROSSAN SCOUT GROUP PRIVACY NOTICE

#### **Visitors to our Website**

On our website we use Google Analytics to collect anonymous information about how our site is performing. This is an industry standard product used by many websites. Google's Privacy Policy can be viewed here <a href="https://www.google.com/intl/en/policies/privacy/#infocollect">https://www.google.com/intl/en/policies/privacy/#infocollect</a>

The information we receive from this service does not identify any individual. If you really don't want to allow Google Analytics to capture information about your visit to our web-site you can install an "add-on" to your web browser. Details at <a href="https://support.google.com/analytics/answer/181881">https://support.google.com/analytics/answer/181881</a>

#### **Access and Correction Rights**

- You have the right to see details of the information that we hold about you.
- Members may Opt-Out of receiving email information about group and section events
- The group has no agreements to pass personal contact details to 3<sup>rd</sup> parties for marketing/promotional purposes and has no intention of doing so.

Members are encouraged to update Personal Information promptly if it changes. This can be done on-line using My.Scout or by contacting the Section Leader.

#### **Changes to the Policy**

Ardrossan Scout Group reserves the right to modify, add or remove sections of this privacy policy at any time. Revision History

Date	Author	Summary
3/2/19	AD	First Version
3/5/21	AD	Added use of Compass for adult information and clarified that OSM is for young members.
		Amended the length of time data is retained to better reflect reality.