



## **Overview**

This statement describes how your personal data will be handled by the Stirling and Trossachs District Scouts

You can see details of how to contact us below.

We take our responsibilities for the way we store, secure and use your personal information seriously, and always seek to respect your privacy and to meet our legal obligations.

These obligations include the General Data Protection Regulation, the UK Data Protection Act, and other regulations and legislation relating to privacy and communications.

In this Policy notice, we explain the purposes for which we use personal data and the legal basis for that use.

We explain our responsibilities for collecting data and what happens if you fail to provide data we need or provide incorrect data.

We also set out our approach to sharing data and why we do so. Finally, we advise you of your various rights and how to exercise them.

## **Who we are**

Stirling and Trossachs District are a registered charity SC010613. The Data Controller for Stirling and Trossachs District is the Executive Committee who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Charity Trustees is Mr S.J.Sanderson

From this point on Stirling and Trossachs District will be referred to as “we”.

Being a small charity we are not required to appoint a Data Protection Officer.

## **Why we process your data**

We process personal data for the following purposes:

- communicate with members of the District Scout Council,
- to register leaders and volunteers
- to run District events and for us
- to carry out our obligations as a Scout District.

Our legal basis for processing personal data is legitimate interest to ensure that we can safely deliver Scouting to the members within Stirling and Trossachs District.

There are certain activities we undertake, such as photography at events, which involve us in processing data for purposes outside our strict official authority.

In these cases the processing we carry out is necessary for the purposes of our legitimate interests as an organisation, and we assess those interests as not adversely affecting your fundamental rights and freedoms.

We will sometimes ask you for your permission to use or process your personal data

In these cases we will be clear about what you are giving consent to, and you will always have the option to withdraw that consent.

### **What happens if you don't give us data**

If you do not provide us with information we will be unable to process leader and volunteer applications or provide you with information that is relevant to your role within Scouting

### **Where we get data from**

Our information about you will normally be supplied by you or by Compass (the online membership database for UK Scouting adult volunteers). In the case of adult members and volunteers, data may also be provided by third parties, such as Disclosure Scotland

### **How is your data held**

We take your privacy seriously and data is held password protected online or for paper forms in locked filing cabinets.

### **Who has access**

Access to data is restricted to those who need it to carry out their role within the District. All leaders are required to complete a training module on handling of personal data.

### **Who we share data with and why**

Where we share or consider sharing your information we will always assess:

- whether that sharing is lawful, fair and transparent
- whether the use of your information is not incompatible with the purposes for which you provided it to us
- whether what is shared is relevant and limited to the minimum possible
- whether the organisation/person in question can provide assurance that appropriate security will be in place to protect your information

### **How long do we keep your data?**

Data is held only as long as necessary for the purpose it was collected and destroyed either by permanently deleting or by shredding

- Adult information forms are deleted following Approvals Committee meeting
- Leader contact details are deleted once individuals are no longer leaders
- Event specific information is deleted once an event is over.

## **Your rights**

You have the right:

- to require to see a copy of the information we hold about you and associated information about how it is being collected and processed
- to require correction of any inaccurate data
- to require the erasure of personal data where it is no longer required or for other reasons defined in the Regulation
- to require restriction of processing of personal data
- to object to our processing your data and to require us to show that the public interest or our legitimate interests override your own interests, rights and freedoms
- not to be subject to a decision based solely on automated processing

Where we are processing data for other purposes than the performance of a task carried out in the public interest, you have the right to receive the data about you in a structured, commonly-used machine-readable format.

If you would like a copy of some or all of your personal information or to seek to exercise any of the rights listed above, please email or write to us at the following address:

Mr G. Cuthbertson

District Secretary

1 Doune Road

Dunblane

FK15 9AR

Email [districtsecretary@stirlingandtrossachsdistrictscouts.org.uk](mailto:districtsecretary@stirlingandtrossachsdistrictscouts.org.uk)

Date 22<sup>nd</sup> February 2021

- **Your rights to complain to the Information Commissioner's Officer**

The UK's designated supervisory authority is The Information Commissioner.

Their details are: Helpline: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk) Website: <https://ico.org.uk>