Scouts
103rd Oxford Road
Scout Group

Data Protection & Privacy Statement

1. What is the Purpose of this Statement?

This Data Privacy Notice describes the categories of personal data that the 103rd Oxford Road Scout Group processes and for what purposes. The Group is committed to collecting and using such data fairly and in accordance with the requirements of:

- the UK General Data Protection Regulation (UK GDPR)
- the Data Protection Act 2018 (DPA 2018)

The UK GDPR is essential to ensure that personal information is kept securely and used only for correct purposes. As a Scout Group, we are committed to the protection of all personal information we hold. Under these regulations, members of the Group Trustee Board are deemed 'Data Controllers', deciding how data is stored and used.

This privacy statement applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors, and members of the public who make contact with the Scout Group.

2. Who Are We?

The 103rd Reading (Oxford Road) Scout Group (also known as the 103rd Oxford Road Scout Group) is a registered exempt charity with the Charity Commission for England & Wales.

Charity Number: 1152394

The Data Controller for the 103rd Reading (Oxford Road) Scout Group is the Group Trustee Board, who are appointed at the Group's Annual General Meeting and are Trustees of the Charity. The 103rd Reading (Oxford Road) Scout Group may be referred to as "we" or "the Group" throughout this document.

As a small charity, we are not required to appoint a Data Protection Officer (DPO). However, in line with The Scout Association's Policy, Organisation and Rules (POR), we have appointed a Data Lead. The Data Lead is the Group Lead Volunteer, who also serves as the point of contact for all data and privacy enquiries.

Data enquiries: oxfordroad@readingscouts.org.uk

3. What Data May We Process?

The majority of the personal information we hold is provided to us directly by you, or by the parents or legal guardians of youth members, verbally, in paper form, digital form, or via the Scout Association's digital membership system (Scout DMS). In the case of adult members and volunteers, data may also be provided by third parties, such as the Disclosure and Barring Service (DBS) via Atlantic Data.

Where a member is under the age of 18, information will only be obtained from a parent or guardian and cannot be provided by the young person themselves.

We may collect the following personal information:

- Personal contact details (name, title, address, telephone numbers and personal email address) — so that we can contact you
- Date of birth — to ensure young people are allocated to the appropriate section and that adults are old enough to hold an appointment within Scouting
- Gender — to address individuals correctly and accommodate any specific needs
- Emergency contact information — to contact someone in the event of an emergency or accident
- Government identification numbers (e.g. national insurance, driving licence, passport) — to process volunteer criminal record checks (adults only)
- Bank account details, payroll information and tax status — for the collection of membership subscriptions, payments for camps/events/expenses, and gift aid collection from HMRC
- Training records — to track progression through the Scout programme or adult training scheme
- Race or ethnic origin — to make suitable arrangements based on cultural needs
- Health records — to make suitable arrangements based on medical needs
- Criminal records check information — to ensure Scouting is a safe space for young people and adults

If we wish to use your personal data for a new purpose not covered by this statement, we will provide you with a new or updated notice explaining this new use prior to commencing its processing. Where necessary, we will seek your prior consent.

4. How Do We Process Your Data in Line with the Law?

We comply with our obligations under the UK GDPR and DPA 2018 by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data

In most cases, the lawful basis for processing will be:

- Performance of a contract — for personal data of our adult volunteers
- Legitimate interests — for personal data of our youth members

Sensitive (special category) data for both adult volunteers and youth members will mostly align to the lawful basis of legitimate activities of an association.

Explicit consent is requested from parents/guardians to take photographs of our members. On occasion, we may use legitimate interest to process photographs where it is not practical to gather and maintain consent (for example, at large-scale events). On such occasions, we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.

We use personal data for the following purposes:

- To provide information about Scout meetings, activities, training courses and events
- To provide a voluntary service for the benefit of the public in our geographical area
- To administer membership records
- To fundraise and promote the interests of Scouting
- To manage our volunteers
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To inform you of news, events, activities and services run or attended by the Group
- To ensure and evidence suitability for volunteering roles in Scouting
- To contact your next of kin in the event of an emergency
- To ensure correct qualifications and skills are held and maintained

We use sensitive (special category) personal data for the following purposes:

- For the protection of a person's health and safety whilst in the care of the Group
- To respect a person's religious beliefs with regard to activities, food and holidays
- For equal opportunity monitoring and reporting

5. Data Breaches, Subject Rights Requests and Complaints

In line with POR Chapter 2a.3.2, the Leadership Team has provisions in place to respond to data breaches, subject rights requests and data protection complaints.

Data Breaches

If any adult volunteer suspects that a personal data breach has occurred — for example, data has been lost, accessed without authorisation, or accidentally disclosed — they must contact the Data Lead (Group Lead Volunteer, or their nominated responsible) promptly. The Data Lead will assess the breach, take remedial action, and notify the Information Commissioner's Office (ICO) within 72 hours where required by law.

Subject Rights Requests

Any individual may submit a Data Subject Access Request (DSAR) or exercise any of their rights under UK GDPR by contacting the Data Lead at:

Email: oxfordroad@readingscouts.org.uk

We will respond to all valid requests within one calendar month.

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6. How Will We Store Your Personal Data?

We generally store personal information in the following ways:

- Scout DMS (Scout Digital Membership System) — the Scout Association's online membership system, used for the collection and storage of adult volunteer personal data
- Online Scout Manager (OSM) — the online membership system provided by Online Youth Manager, used for the collection and storage of youth member personal data
- Microsoft 365 (Group-managed) — all Section Volunteers and Trustees are required to hold a Group-issued Microsoft 365 account. This is used for Group email communications and the secure storage of Group documents and data. Personal email accounts must not be used for Group business involving personal data
- Local spreadsheets/databases — adult volunteers may hold some personal data locally for operational purposes, stored within their Group Microsoft 365 account

Printed records are sometimes used to capture and retain some data, for example:

- Gift Aid administration
- Event registration
- Health and contact record forms
- Events coordination with event organisers

Paper records are used where internet and digital access will not be available (for example, at camps or away events). We will minimise the use of paper to only what is required for the event.

Communication Platforms

The Group uses WhatsApp groups for internal communications between volunteers and, separately, for communications with parents and guardians. The following should be noted:

- WhatsApp groups are used for operational communications (meeting reminders, event updates, general Group news) only
- Personal data (such as health information, sensitive member details, or data subject to GDPR) must not be shared via WhatsApp
- Membership of WhatsApp groups is voluntary; alternative communication routes are available on request
- WhatsApp is operated by Meta Platforms, Inc. and has its own privacy policy. By participating in Group WhatsApp groups, members and parents/guardians acknowledge this. The Group does not control WhatsApp's data processing and is not responsible for it
- Group administrators will manage membership of WhatsApp groups and ensure that individuals who leave the Group are removed promptly

All adult volunteers who have access to personal data must use the Scout Association's membership systems in line with the Scout Association's Acceptable Usage Policy.

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7. How Long Do We Keep Your Data?

All data will be held for the length of time a young person or adult is a member of the Group. Following the end of membership, data will generally be retained for up to two years, unless a longer retention period is required by law or guidance.

The Group maintains a separate Data Retention Policy, which sets out specific retention periods for different categories of data in line with Step 11 of the Scout Unit Data Protection Toolkit. This document is available on request from the Data Lead.

This Privacy Statement is reviewed annually. The retention policy is reviewed at the same time.

8. How Will We Share Your Data?

Youth Members and Parents/Guardians

We will normally only share the personal information of youth members with adult volunteers holding an appointment within the Group. This includes Section Volunteers, the Group Lead Volunteer, the Group Chair and the Group Treasurer. All leaders and Trustees have undergone mandatory GDPR training as a requirement of their role in Scouting.

We will share the personal data of youth members and their parents/guardians with The Scout Association Headquarters for the purpose of managing safeguarding cases. Sharing will be via the Online Scout Manager platform.

Adult Volunteers

We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association, as well as with Scout Association Headquarters as data controllers in common.

All Data Subjects

We will share your personal information with others outside of the Group where we are required to meet a legal obligation. This may include The Scout Association and its insurance subsidiary (Unity Insurance Services), local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so. We will never sell your personal information to any third party.

Sometimes we may nominate a member for national awards (such as Scouting awards or Duke of Edinburgh awards). Such nominations would require us to provide contact details to the relevant awarding organisation.

Where personal data is shared with third parties, we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the UK GDPR and DPA 2018.

9. What Are My Rights Under UK GDPR?

As a Data Subject, you have the right to object to how we process your personal information. You should be aware that where you withdraw permission for the Group to hold your data, you may forfeit your membership (or that of your young person, if you are a parent or legal guardian).

Unless subject to an exemption under the UK GDPR and DPA 2018, you have the following rights:

1. **The right to be informed** — you have a right to know how your data will be used by us (as outlined in this document).
2. **The right to access your personal data** — you can ask us to share the data we hold about you (a Data Subject Access Request). Adult members can access their data via Scout DMS. Parents/guardians can access youth member data via the OSM parent portal. Otherwise, contact us at oxfordroad@readingscouts.org.uk.
3. **The right to rectification** — you can update your data if it is inaccurate or incomplete. Adult members can edit some information directly on Scout DMS.
4. **The right to erasure** — you have the right to request deletion of personal data we hold about you. Some exceptions apply, for example where data must be retained for legal reasons.
5. **The right to restrict processing** — if you believe we are not processing your data in line with this statement, you have the right to restrict further use of that data until the issue is resolved.
6. **The right to data portability** — if you request it, we will share your data with you in a digitally readable format (such as a PDF).
7. **The right to object** — you can object to the ways in which your data is being used.
8. **Rights in relation to automated decision-making and profiling** — this protects you where decisions are made entirely by automated means. It is highly unlikely that we would use such processes.

You also have the right to complain to the Information Commissioner's Office (ICO) if you feel your data rights have not been respected: www.ico.org.uk

10. Review

This statement is reviewed annually by the Data Lead and the Group Trustee Board.

Last Updated: May 2026
Next Review Due: May 2027
Approved by: 103rd Oxford Road Scout Group Trustee Board