

## **East Herts District GDPR Policy**

### **Objective**

The Scout Association takes the issue of privacy very seriously and is committed to protecting and respecting our users' privacy online. This policy describes the personal details collected, held and processed by East Herts District relating to current, future and ex-members and their parents/carers. This notice is in line with General Data Protection Regulations. We may change this policy from time to time, so you should check it regularly. If you have any queries or concerns regarding these practices, you should contact us using the Contact Us page on this website or emailing: [info@easthertsscouts.org.uk](mailto:info@easthertsscouts.org.uk)

### **Data Controller**

East Herts District is the data controller. The data is processed by East Herts District and The Scout Association.

### **What Information do we collect?**

We collect personal details for prospective members and their parents/carers and details from contact forms. E.g. General contacts, hall bookings, event bookings and Scouting forms.

This information may include children's personal and health details.

Consent to hold and process individual's data is collected from the individual from contact and application forms.

### **What information do we store?**

Personal information collected on our website, from emails and from paper records may be held in electronic and paper-based systems.

Electronic records are held within password protected systems.

Basic contact and biographical leader and website user details are added manually. These include first name, surname, email address, telephone number, mobile telephone number, Scouting role(s), membership number and biographical text.

We retain the IP addresses of our website visitors and the pages they have viewed with timestamps. The page view count serves as a metric for assessing the efficiency of our website, while the date/time and page names are used for website technical support.

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### What cookies do we use?

Cookies are small text files that are placed on your device (e.g. computer, smartphone, or tablet) when you visit a website. They are widely used to make websites work efficiently and provide information to the website owners. Cookies help us remember you and your preferences, improve your user experience, and ensure our website functions as intended.

### Why do we collect this information and what do we do with it?

Personal details are held for a number of reasons:

- Waiting list / New members
  - To facilitate recruitment and placement of prospective members within Scouting
  - To enable us to contact prospective members and/or parents/carers to manage the placement into Scouting
- Youth member details
  - To contact members, parents and carers with regard to programme, events, activities, camps, fund raising, news and other similar Scouting reasons
- Parent / Carer details
  - We may contact you for your assistance in facilitating local Scouting, fund raising and with information that we believe may be of interest to you or your child
- Adult member details
  - Provide your details to local and national Scouting bodies to manage your membership within The Scout Association
  - Adult appointments process
  - DBS check
  - Adult training
  - Management of local Scouting

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### **Who do we share the information with?**

We do not share details with any non-Scouting third parties.

We may share data supplied by you (or collected about you) with other parts of The Scout Association. E.g. With Scout HQ, within the Scout Area, County, District, Region or Groups.

We reserve the right to communicate a member's personal information as we hold to third parties who are empowered by regulation, statute or order of a court.

### **How long do we hold your information?**

Future, current and ex-member details, along with their parent's/carer's details will be held until after they have left Scouting.

Details of ex-youth members may be anonymised. Adult member details will be deleted or anonymised locally but be held by The Scout Association for legal purposes. Other details will be deleted.

### **How can I access the information you hold about me?**

Individuals have the right to view their details held by East Herts District and The Scout Association, have them rectified or withdraw their consent for their details to be held or processed.

Please use the Contact Us form on this website or email: [info@easthertsscouts.org.uk](mailto:info@easthertsscouts.org.uk) to request data access, review, deletion or withdrawal of your consent for East Herts District to store/process your details. For the Scout Association, please contact [support@scouts.org.uk](mailto:support@scouts.org.uk).

Formal complaints may be made to the ICO where an individual is unsatisfied with this process.

### **Legal Jurisdiction**

All personal information and details held on and processed by computers situated in the United Kingdom.