

**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:

	Youth Members & Leaders
What information is held	Name Address Contact details D.O.B. Gender Qualifications and Training details Awards/Badges If relevant - medical information, religion, dietary requirements.
Lawful Basis for processing	Legitimate Interest Vital Interest (in a few cases, eg important medical information).
Why/What is it for	The group has an obligation to maintain a register of members to enable effective group and 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 is it collected	Contact details are collected when joining, by completion of paper application form.
How is it kept up to date	Name and contact details can be updated on-line via My.Scout or by contacting Section Leaders
How is it used	Young members' contact details are recorded on a fully hosted cloud-based membership 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 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.
Who is it shared with	The group does not share members' personal information.

