

## Privacy Notice

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### Who are We?

Maidstone East District Scout Council collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Jane Griffiths.

The District Executive Committee oversees the effective operation of the Scout Groups within Maidstone East, supporting them in offering a rich programme that nurtures, challenges and engages Young People and their Leaders.

### The personal information we collect and use

In the course of working with you as a volunteer within Scouting, we will collect the following personal data when you provide it to us:

- Your Name
- Address
- E-mail address
- DOB

We may also collect Sensitive Personal data:

- Race
- Ethnic origin
- Religion
- Details about your health

### Collecting and sharing your personal information

When it is necessary, we may need to collect information from, or share it, with some of the following:

- The Scout Association HQ
- Other members of the Maidstone East District Executive Committee
- The Safeguarding Team
- The County Office e.g. The County Commissioner

This will be securely stored on their local drives and the Scout Association's Membership Application, 'Compass' and will not be retained after they are no longer needed.

We will share personal information with law enforcement or other authorities if required by applicable law.

### How we use your personal information

Your personal details are gathered to fulfil the requirements of the joining process, which includes obtaining references and undertaking a criminal record check (if relevant).

These details are solely used for the purpose of joining and for record keeping for the duration of your commitment to Maidstone East Scouts.

## How long your personal data will be kept

If you no longer wish to be a member your details will be deleted within a month of your leaving.

## Reasons we can collect and use your personal information

When we collect your personal data, we rely on the following legal basis –

- Processing is necessary for the performance of a contract to which the data subject (you) is party. This means that we need to collect your data in order to fulfil the leadership contract that you are entering into with Maidstone East District Scouts.

When we collect your 'special categories of personal data', (such as health, race, ethnicity, sexual orientation) we rely on the following legal basis –

- Your explicit consent to process this information

## Your Rights

Under the GDPR you have rights which you can exercise free of charge that allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (subject access request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent certain duties and privileges of membership.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

## Who to Contact

Please contact our Data Protection Officer, Jane Griffiths, email [secretary@maidstone-east-scouts.org.uk](mailto:secretary@maidstone-east-scouts.org.uk) or tel: 01622 739683

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.