



## Data Protection

For parents/guardians of youth members at 1st Hillsborough Scout Group (Northern Ireland Charity NIC103838)

## Keep us up-to-date

It is important that you let us know if there are any changes to your situation, contact or personal details. This is so that we can look after your child's safety and well-being while at 1st Hillsborough Scout Group and communicate with you safely and quickly. Please let us know straight away if any of these items change:

- Your name • Address • Phone number (including mobile) • Email address • Medical conditions of your child • Eligibility to claim Gift Aid

We will contact you using the most recent address, email or phone number you have given us. If you do not tell us promptly about a change in your details, you may not receive information that could be important – or it could fall into the wrong hands.

## How we use your information

We may use any information you give us about yourself and your child to:

- Ensure that our leaders are aware of any medical conditions of your child and can administer medicine or treatment with your permission
- Provide you with material on activities and events
- Run competitions, events and promotional and fundraising activities
- Keep you up to date with information such as our annual report and accounts
- Claim Gift Aid if you have authorised us to do so
- Carry out any regulatory checks to meet our legal obligations
- Undertake anonymised statistical analysis (we will not be able to identify individuals from this data) – this typically may be statistics requested by the Department of Education on the perceived effectiveness of our programme of activities and the religious and/or ethnic breakdown of our members. We would like to emphasise that 1st Hillsborough Scout Group welcomes people of all religions, religious denominations and those with none; also, those of all ethnic origins – but we have a duty to provide statistics to local authorities.

We treat all information we hold about you as private and confidential. We will not reveal any personal details to anyone not connected with 1st Hillsborough Scout Group or The Scout Association, unless:

- You ask us to reveal the information, or we have your permission to do so.
- We are required or permitted to do so by law.
- It is required by law enforcement or fraud prevention agencies.
- There is a duty to the public to reveal the information, e.g., to other government bodies, tax authorities or regulatory bodies

When you register your child with 1<sup>st</sup> Hillsborough Scout Group, you will be asked to provide personal information for yourself, your child, any other parent or guardian, and optionally for other emergency contacts. The onus is on you to ensure that you provide such information with the consent of others.

## How we hold your information

Youth member and parental information will be held by us in both paper form and on our IT systems and will be kept in line with our security and retention procedures. 1<sup>st</sup> Hillsborough Scout Group uses Online Scout Manager <https://www.onlinescoutmanager.co.co/> to hold personal details for all sections of the Scout Group.

Scouting is a community-based organisation and connections, and friendships are often retained after a youth member leaves. Unless you instruct us otherwise, when your child leaves 1<sup>st</sup> Hillsborough Scout Group, we will retain the names of the child and parents as well as their email addresses and phone numbers. We would not expect to use this information often, but for instance might occasionally get in touch about a major event. All other personal data will be destroyed according to our data retention policy.

## Finding out the information we hold about you

If you would like a copy of the information we hold about you, you can make a Data Subject Access Request under the Data Protection Act. Please contact [firsthillsboroughscout@yahoo.co.uk](mailto:firsthillsboroughscout@yahoo.co.uk)

## Contact us

We are always happy to answer any of your questions - contact [firsthillsboroughscout@yahoo.co.uk](mailto:firsthillsboroughscout@yahoo.co.uk)