



## Privacy Statement

**The Scout Association takes the issue of privacy very seriously and we are committed to protecting and respecting our users' privacy.**

### **PURPOSE**

This privacy statement explains how 1<sup>st</sup> Bramhall Scout Group will protect the privacy of its young people and adult members.

### **CONTENTS**

This privacy statement contains details of how we will use data and images of young people and adult members in a way that protects their privacy. The statement has been compiled with reference to the Data Protection Act (1998) and the following Scout Association factsheets:

FS270001 – Data Protection

FS295428 – Photographing and Video Recording Scout Events

FS103011 – Social Networking Sites and Scouting

### **USE OF DATA**

The Scout Movement in the United Kingdom is a membership organisation. To enable it to operate and communicate with its members it is necessary to maintain records about them. This includes keeping details of name, address, date of birth, contact details and medical and dietary information etc. We also keep records of progress through Scouting - badges gained etc.

For the sake of Scout Association heuristics, we will disclose volumes of members using gender, ethnicity and disability, but this will be volume information only and no personal information (such as name or contact details) will be disclosed.

The Data Protection Act of 1998 provides adults and young people the same rights, which covers paper-based as well as computer-based information.

Information that we hold will only be used in connection with your child's membership of the Scout Movement and will not be passed to third parties outside the Scout Association without your consent. You may ask to see the information that we hold.

The 8 basic principles of how we will use the data address fairness, lawfulness, relevance, excessiveness, accuracy, up-to-datedness and security. Thus, when processing personal data, we must ensure that the data is:

- Processed fairly and lawfully;
- Obtained for a specified and lawful purpose;
- Adequate, relevant and not excessive for purpose;
- Accurate and up-to-date;
- Kept only for as long as required;



- Processed in accordance with the data subjects rights;
- Be kept secure proportionately to the level of harm that could result if unauthorised access occurs;
- Not transmitted outside the European Economic Area (EEA) without consent from the data subject.

For a more detailed explanation of these principles please see the Information Commissioner's Office website: [www.ico.gov.uk](http://www.ico.gov.uk)

## **USE OF PHOTOGRAPHS AND VIDEO**

On occasions, photographs and videos of young people taking part in activities are taken for a variety of uses. At 1<sup>st</sup> Bramhall we use photos and videos to create a DVD which we show at troop supper. We also put photos and videos on our website, our Twitter accounts and use photos in our group newsletter. On occasions photos may also be submitted to the local newspapers, the Group, District or County newsletters and websites or put on display. We follow The Scout Association's guidelines when using photos and videos to ensure the safeguarding of young people. Our guidelines are set out below:

- We will avoid using both the full name and the photograph of a young person in a publication or on a website.
- We will only allow photographs to be taken of suitably dressed subjects and in appropriate situations that promote a positive image of both the subjects and of Scouting.
- When photographs featuring young people are being taken specifically for use in advertising and/or promotional material, we will seek specific parental consent for that event.
- If any images on our website or twitter account cause concern for the subjects or their parents, we will remove them.

Our aim is to promote a positive image of 1<sup>st</sup> Bramhall while protecting the privacy of our members.