

# Wharfedale Scout Sailing Centre

## Fair Processing Notice

Our Fair Processing Notice describes the categories of personal data we process and for what purposes.

We are committed to collecting and using such data fairly and in accordance with the requirements of the Data Protection Act 2018 and the EU General Data Protection Regulations (GDPR).

### Who we are

Wharfedale Scout Sailing Centre is a sub-committee of Wharfedale District Scout Council which is a registered charity with the Charity Commission for England & Wales; charity number 524827.

The Data Controller of Wharfedale Scout Sailing Centre is the Executive Committee which is appointed at an Annual General Meeting and report to the Charity Trustees of Wharfedale District Scout Council. If you need any further information about this notice you should contact the Chairman of Wharfedale Scout Sailing Centre by email - [reva@wharfedalescouts.org.uk](mailto:reva@wharfedalescouts.org.uk)

From this point on Wharfedale Scout Sailing Centre will be referred to as “we”.

Being a small charity, we are not required to appoint a Data Protection Officer.

We are based at Reva Reservoir, Bingley Road, Hawksworth, Leeds, LS20 8PL.

### The data we may hold

The majority of the personal information we hold, is provided to us directly by you or by the parents or legal guardians of youth members verbally or in paper form, digital form or via our online membership system Compass. In the case of adult members and volunteers, data may also be provided by third parties, such as the Disclosure and Barring Service (DBS).

Where a member is under the age of 18, this information will only be obtained from a parent or guardian and cannot be provided by the young person.

We may collect the following personal information:

- Personal contact details such as name, title, address, telephone numbers and personal email address - so that we can contact you.
- Date of birth - so that we can ensure young people are allocated to appropriate activities and that adults are old enough to take on instructor qualifications.
- Gender – so that we can address individuals correctly and accommodate for any specific needs.
- Emergency contact information - so that we are able to contact someone in the event of an emergency.
- Government identification numbers e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks.
- Tax status information - so that we are able to collect gift aid from HMRC where donations are made.
- Training records - so that members can track their progression through the adult training scheme or NGB Qualifications and to ensure that any courses are appropriate to your skills.
- Race or ethnic origin - so that we can make suitable arrangements based on members cultural needs.
- Health records and swimming ability - so that we can make suitable arrangements based on members medical needs and abilities.
- Criminal records checks - to ensure Scouting is a safe space for young people and adults.
- Accident and Incident records for insurance purposes
- Records that we are required to keep by the relevant National Governing Body (NGB) e.g. Royal Yachting Association (RYA)
- NGB Qualifications and experience – to justify the issue of NGB Qualifications and permits. .

## The lawful basis we process your data by

We comply with our obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

In most cases the lawful basis for processing will be through the performance of a contract for personal data of our adult volunteers and legitimate interest for personal data of our youth members. Sensitive (special category) data for both adult volunteers and our youth members will mostly align to the lawful basis of legitimate activities of an association. Explicit consent is requested from parents/guardians to take photographs of our members. On occasion we may use legitimate interest to process photographs where it is not practical to gather and maintain consent such as large-scale events. On such occasions we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.

Water activities such as events and courses take place at Reva and other lakes, reservoirs, canals and rivers. The nature of these locations is that members of the public are often in the vicinity and can take photographs of water activities and participants which Wharfedale Scout Sailing Centre cannot control or manage.

We use personal data for the following purposes:

- to provide information about meetings, activities, training courses and events to our volunteers and those in Scouting locally within West Yorkshire Scouts.
- to administer membership records
- to fundraise and promote the interests of Scouting
- to manage our volunteers
- to maintain our own accounts and records (including the processing of gift aid applications)
- to inform you of news, events, activities and services being run or attended by Wharfedale Scout Sailing Centre.
- to ensure and evidence your suitability if volunteering for a role in Scouting
- to ensure that you have the skills and experience required to attend a course
- to contact your next of kin in the event of an emergency
- to ensure you have and maintain the correct qualifications, training and skills
- to collect gift aid from HMRC where donations are made
- to inform insurers about accidents and incidents
- to issue National Governing Body qualifications and Scout and Guide Association activity permits
- to advise National Governing Bodies and the Scout and Guide Associations about Qualifications and permits issued

We use personal sensitive (special) data for the following purposes:

- for the protection of a person's health and safety whilst in the care of Wharfedale Scout Sailing Centre.
- to respect a person's religious beliefs with regards to activities, food and holidays
- for equal opportunity monitoring and reporting.

## Our Retention Periods

We will keep certain types of information for different periods of time in line with our retention policy, a copy of which can be found on our website at <https://sites.google.com/site/wsscreeva/home/membership>

The Scout Association's Data Protection Policy can be found [here](#) and the Data Privacy Notice [here](#).

## Sharing your information

### **Young people and other data subjects**

We will normally only share personal information with adult volunteers holding an appointment in Wharfedale Scout Sailing Centre.

### **Adult volunteers**

We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for the Wharfedale Scout Sailing Centre as well as with The Scout Association Headquarters as data controllers in common.

### **All data subjects**

We will however share your personal information with others outside of Wharfedale Scout Sailing Centre where we need meet a legal obligation. This may include The Scout Association, the Guide Association, Unity Insurance Services, other insurance providers, local authority services, National Governing Bodies such as the RYA, and law enforcement. We will only share your personal information to the extent needed for those purposes.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so.

We will never sell your personal information to any third party.

Sometimes we may nominate a member for national awards, (such as Scouting awards or Duke of Edinburgh awards) such nominations would require us to provide contact details to that organisation.

Where personal data is shared with third parties we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the GDPR and DPA 2018.

We will never sell your personal information to any third party for the purposes of marketing.

## How we store your personal data

Wharfedale Scout Sailing Centre is committed to the protection of your personal information.

We generally store personal information in the following ways:

**Compass** - is the online membership system of The Scout Association, this system is used for the collection and storage of adult volunteer personal data, where access to that data is restricted and controlled.

Other digital systems – personal computers owned by the Secretary, the Membership Secretary and the RYA Principal.

In addition some adult volunteers will hold some personal data on local spreadsheets/databases relevant to their roles within WSSC.

Printed records and data held while attending courses and events - paper is sometimes used to capture and retain some data for example:

- New joiners forms: Membership and Applications to join the Scout Active Support Unit
- Health and contact records and update forms.
- Gift Aid administration
- Course and event registration
- Health and contact records forms (for courses and events)
- Course and events coordination with the respective organisers
- Day Visitor Forms

In the case of joining forms, visitor forms and health and contact update forms, this information is securely held by the secretary.

**Gift Aid** collection forms, will be securely held by the Group Treasurer to aid in the collection of Gift Aid. We have a legal obligation to retain this information for 6 years after our last claim.

Paper records for events are used rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the course/event and as required by National Governing Bodies. .

## Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## How we provide this privacy notice

A link to this website page is provided to those whose data is being processed by us. A printed version is also available on request.

## Your rights

As a Data Subject, you have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

Unless subject to an exemption under the GDPR and DPA 2018, you have the following rights with respect to your personal data:

- The right to be informed – you have a right to know how your data will be used by us.
- The right to access your personal data – you can ask us to share with you the data we have about you. This is a Data Subject Access Request.
- The right to rectification – this just means you can update your data if it's inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association's Compass membership system.
- The right to erasure – this means that you have the right to request that we delete any personal data we have about you. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons.
- The right to restrict processing – if you think that we are not processing your data in line with this privacy notice then you have the right to restrict any further use of that data until the issue is resolved.
- The right to data portability – this means that if you ask us we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- The right to object – you can object to the ways your data is being used.

Rights in relation to automated decision making and profiling – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input, it's highly unlikely that this will be used by us.

## Who to contact

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact the Chairman, Wharfedale Scout Sailing Centre by email - [reva@wharfedalescouts.org.uk](mailto:reva@wharfedalescouts.org.uk)

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