

# **Stirling Scout & Guide Gang Show**

## **Data Privacy Notice & Policy**

This Data Privacy Notice / Policy describes the category of personal data Stirling Scout & Guide Gang Show process and for what purposes. Stirling Scout & Guide Gang Show are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses GDPR.

This Privacy Notice / Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with Stirling Scout & Guide Gang Show.

Stirling Scout & Guide Gang Show are a registered charity with the office of the Scottish Charity Regulator; Scottish charity number SC021315.

The Data Controller for Stirling Scout & Guide Gang Show is the Management Committee who are appointed annually and are Charity Trustees. The Convener of the Charity Trustees is Scott Park, 33 Laburnum Grove, Stirling, FK8 2PR.

From this point on Stirling Scout & Guide Gang Show will be referred to as “we”.

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 or digital form. In the case of adult members and volunteers, data may also be provided by third parties such as Disclosure Scotland.

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 addresses - so that we can contact you.
- Date of birth - so that we can ensure young people are allocated to the appropriate Section for their age.
- Gender - so that we can address individuals correctly and accommodate for any specific needs.
- 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.
- Race or ethnic origin - so that we can make suitable arrangements based on members' cultural needs
- Health records - so that we can make suitable arrangements based on members' medical needs.
- Personal measurements - so that we may make r supply costumes suitable for the need of our members and the items they have been cast in.
- School attended by members - so that we may apply to the Local Authority for a theatre performing licence to allow or members to perform in a theatre.
- Criminal records checks - to ensure Stirling Gang Show is a safe space for young people and adults.

We comply with our obligations under the GDPR and DPA2018 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.

We use personal data for the following purposes :

- to provide information about Gang Show rehearsals, activities and events to our members and other volunteers in Stirling Scout & Guide Gang Show
- to administer membership records
- to fund raise and promote the interests of Stirling Gang Show
- to manage our volunteers
- to maintain our own accounts and records (including the processing of gift aid applications
- to obtain a performing licence from the local authority for our members to perform in a theatre.
- to inform you of news, events, activities and services being run or attended by Stirling Scout & Guide Gang Show
- to ensure and evidence your suitability if volunteering for a role in Stirling Gang Show
- to contact your next of kin in the case of an emergency

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 Stirling Scout & Guide Gang Show
- to respect a person's religious beliefs with regards to activities, food and holidays
- for equal opportunity monitoring and reporting.

We will keep certain types of information for different periods of time in line with our retention policy. Details of our retention policy can be found on our website ([www.stirlinggangshow.scot](http://www.stirlinggangshow.scot)) under the heading of Data Policy.

The Scout Association's Data protection policy can be found at <https://www.scouts.org.uk/about-us/policy/data-protection-policy/>

The Scout Association's Data Privacy Notice can be found at <https://www.scouts.org.uk/about-us/policy/privacy-policy/>

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

We will normally only share personal information with adult volunteers holding an appointment with Stirling and Trossachs Scout District or with Stirling and Ardoch Guide Divisions.

### **Adult volunteers** - members of The Scout Association

We will normally only share personal information with adult volunteers belonging to The Scout Association and holding appropriate appointments within the line management structure of the Scout Association for the Stirling & Trossachs Scout District as well as with The Scout Association Headquarters as data controllers in common

### **Adult volunteers** - members of Girlguiding

We will normally only share personal information with adult volunteers belonging to Girlguiding and holding appointments within the line management structure of Girlguiding for Stirling and Ardoch Divisions as well as with Girlguiding Headquarters as data controllers in common.

### **All data subjects**

We will however share your personal data with others outside of Stirling Scout & Guide Gang Show where we need to meet a legal obligation. This may include Girlguiding, The Scout Association and

its insurance subsidiary (Unity Insurance Services), local authority services 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.

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 GDPR and DPA2018.

We generally store personal information in the following ways :

- All Stirling Scout and Guide Gang Show data is held on a personal computer by the convener (Scott Park, 33 Laburnum Grove, Stirling, FK8 2PR) and may also be held on a personal computer by the Deputy Convener (John Buchan, 23 Laburnum Grove, Stirling, FK8 2PR).
- Stirling Scout & Guide Gang Show personal data necessary to fulfill the functions of the costume department is held by the Wardrobe Manager (Rosemary Fletcher, 3 Coxithill Road, Stirling, FK7 9HX).

Necessary printed records will also be held by the Convener, Deputy Convener and Wardrobe Manager (as above). Printed and digital records may include

- Gift Aid administration
- Health and contact records
- Membership forms
- Personal measurements

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.

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.

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 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.
- 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 or Girlguiding for legal reasons.
- The right to restrict processing - if you think 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 pdf. This makes it easier to share with others.
- The right to object - you can object to the ways your data is being used.
- Rights in relating to automated decision making and profiling - this protects you in cases where decisions are being made about you based entirely on automated processes rather than a human input, it's highly unlikely this will be used by us.

#### **Forms related cookies**

When you submit data through a form such as those found on our website, cookies may be set to remember your user details for future correspondence. There are no third part cookies.

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us at Scott Park, Convener, Stirling Scout & Guide Gang Show, 33 Laburnum Grove, Stirling, FK8 2PR.

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