



HIGHAM WOOD

Scout & Guide Group

PRIVACY POLICY



What information we will use

Higham Wood Scout & Guide Group (17th Tonbridge Scouts and 12th and 13th Tonbridge Guides), will collect and use information about our members (Rainbows, Beaver Scouts, Cub Scouts, Brownies, Scouts, Guides, Rangers and adult volunteers and leaders) and their parent/s or carer/s. **This could include Photography and videoing.**

The information that is provided when members register or when prospective members ask to join a **waiting list** is necessary so that the member can take part in the activities of the Group.

How your information will be used

We, Higham Wood Scout & Guide Group, and other organisations and service providers that we work with or partner with from time to time (as described in more detail in the 'Who will we share your information with?' section below), may use your information to:

- Process your membership and allow the member and parent/carer access to the group;
- Pass on your information to our parent organisations, The Scout Association, Tonbridge District Scouts, Kent Scouts and GirlGuiding UK;
- Ensure proper child safeguarding is in place for emergency contact and medical information;
- Contact you regarding section programme events;
- Contact you regarding Higham Wood Scout & Guide Group news, events, new policies and procedures;
- Create training or promotional material. For example, a programme evening or event may be filmed for training purposes, or a photograph may be used on a promotional flyer or uploaded to a website or social media platform managed by the Group or one of its sections.

When we can use your information

We collect and use your information in the following situations:

- Where our use of your information is **necessary for us to perform our obligations as a Scout & Guide group to you;**
- Where our use of your information is for the purposes of our **legitimate interests** or the legitimate interests of our affiliates. For example, we may use this information to send you information regarding Higham Wood Scout & Guide Group or parent organisation events that may be of interest to you;
- Where we believe it is necessary to use your information to comply with legal obligations to which we are subject; and
- Where we have your consent. We will rely on your consent to:
 - Use your information for communication to you by email, text message and other methods of electronic communication from time to time in accordance with your data choices.
 - Use information such as video or photography for posting to the group's or its sections website, facebook page, twitter feed or used for promotional purposes such as an advertising flyer or the local paper.

The period for which we will keep your information

We will keep your information for as long as is necessary for us to fulfil the purposes that we describe in this policy. As a general rule, however, we will keep:

- The information you provide when you register with the group or the waiting list, together with any updates you make to that information, for the duration of your membership with the group or your duration on the waiting list;
- Periodically over a 12-month period the group may contact you to make sure you wish to remain on the waiting list or if you want to have your data removed;
- Once you have left the group's membership we will remove your data within 12 months;

Who we will share your information with

- We may share your information with our affiliates and parent organisations including The Scout Association, Tonbridge District Scouts, Kent Scouts and GirlGuiding UK;
- Our volunteer staff including leaders, section helpers and group executive members;
- Any law enforcement agency, court, regulator, government authority or other third party where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party;
- The Scout Association and any appropriate Explorer Scout organisations;
- Any Scout or Guide group that a member transfers to;
- Any third party that we use for payment purposes;
- Any third party that provides a records management system, who also operate a privacy policy in a manner that is consistent with this policy;
- Any third party that hosts the group's or any of its sections' websites or social media feeds;
- A name and photograph with the local press in order to celebrate certain events.

We will never share your details with anyone else.

Your choices and rights

You have a number of rights in relation to your information, and can make a number of choices about how we collect and use it. For example, **you can decide not to receive communication from us, tell us how you want to receive communications from us, and object to some of the ways in which we use your information.**

Note that some of the choices or changes you make may impact our ability to maintain your membership and your membership may need to be withdrawn. We will notify you if such action is necessary.

You can contact your section leader or admin@17thAirScouts.org.uk to:

- **Access and update the contact and personal details** we hold about you;
- **Opt-out of receiving communications including email and SMS** from us;
- Ask that we **erase or restrict our use of your information**;
- Ask that we **update, complete or correct your information**;

If you are concerned about how your information is used, please contact us at admin@17thAirScouts.org.uk. Alternatively, you have a right to complain to the Information Commissioner's Office.

Who we are

We are Higham Wood Scout & Guide Group Scout Group and our registered address is Higham Wood Scout & Guide Group, Tonbridge Methodist Church, Higham Lane, Tonbridge, Kent, TN10 4JG. Registered Charity: 267761.