



Privacy notice/policy

This Data Privacy Notice/Policy describes the categories of personal data we process and for what purposes. 1st Godstone Scout Group is committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulation (GDPR), as applicable in the UK, and the Data Protection Act 2018 (DPA 2018).

This Privacy Notice/Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors, people enquiring about hiring The Endeavour, hall-hire customers and members of the public who make contact with 1st Godstone Scout Group.

Who we are?

1st Godstone Scout Group is a registered charity with the Charity Commission for England & Wales; charity number 1027024.

The Data Controller for 1st Godstone Scout Group is the Board of Trustees, who are appointed at an Annual General Meeting and are the Charity Trustees responsible for the governance of 1st Godstone Scout Group.

We are not required to appoint a Data Protection Officer (DPO). However, the Group has responsibility for ensuring that personal data is handled appropriately and in accordance with applicable data protection legislation.

For data protection enquiries, please contact the Group using the contact details provided on this website.

Contact: enquiries@1stgodstone.org.uk

The data we may process

- 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 The Scout Association Online Membership System or Online Scout Manager. In the case of adult members and volunteers, data may also be provided by third parties, such as the England & Wales 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 the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting.
- 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.
- Bank account details, payroll information and tax status information – so that we are able to pay any staff that might be employed by us and collect Gift Aid from HMRC where donations are made.
- Training records – so that members can track their progression through the Scout programme or adult training scheme.
- 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.
- Criminal records checks – to ensure Scouting is a safe space for young people and adults.

Hall-hire enquiries and bookings

When you contact us about hiring The Endeavour, we may collect personal information that you provide through our website hall-hire enquiry form.

This may include:

- Your name
- Email address
- Telephone number
- Preferred date of hire
- Preferred time of hire
- Details of your proposed event or activity
- Any other information you provide that is necessary to deal with your enquiry or booking



We use this information to respond to your enquiry, communicate with you about your proposed hire, administer and manage hall-hire bookings, and deal with matters relating to the use of The Endeavour.

Hall-hire enquiries submitted through our website are processed using Fluent Forms. Information submitted through the form is stored within our website and an email notification is sent to our designated hall-hire email address, endeavour@1stgodstone.org.uk.

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.

For hall-hire enquiries and bookings, we process the information provided to us so that we can respond to enquiries and administer and manage bookings.

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.

We use personal data for the following purposes

- To provide information about Scout meetings, activities, training courses and events to our members and other volunteers in 1st Godstone Scout Group.
- To provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
- 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 1st Godstone Scout Group.
- To ensure and evidence your suitability if volunteering for a role in Scouting.
- To contact your next of kin in the event of an emergency.
- To ensure you have and maintain the correct qualifications and skills.
- To respond to enquiries about hiring The Endeavour.
- To administer and manage hall-hire bookings.
- To communicate with hall-hire customers about their enquiry or booking.

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 1st Godstone Scout Group.
- 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.

We will retain your personal information throughout the time you/your child(ren) are a member of 1st Godstone Scout Group.

We will retain your full personal information for a period of one year after you/your child(ren) have left 1st Godstone Scout Group and in a much more limited form (just name, badge and attendance records) for a period of up to 15 years (or until the age 21) to fulfil our legal obligations for insurance and legal claims.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC, which may be beyond age 21.

Hall-hire enquiry and booking information will be retained only for as long as necessary to deal with the enquiry or booking and to meet any legal, insurance, accounting or other legitimate requirements. Information that is no longer required will be securely deleted or destroyed.

The Scout Association's Data Protection Policy and Data Privacy Notice are available through The Scout Association website.

Joint control of membership data



The Scout Association and 1st Godstone Scout Group process the data of members, parents/guardians of youth members, and volunteers on our membership databases. Volunteer data is processed between the local Scout Groups and The Scout Association. Information The Scout Association and 1st Godstone Scout Group hold about volunteers may include the following:

(members, parents/guardians of youth members data is only held by 1st Godstone Scout Group)

- name and contact details
- length and periods of membership and volunteer service (and absence from membership and volunteer service)
- details of training received
- details of experience, qualifications, occupation, skills and awards received
- details of Scouting events and activities members have taken part in
- details of next of kin
- age/date of birth
- legal sex
- details of any health conditions
- details of disclosure checks
- any complaints we have received about the member
- details of any safeguarding concerns raised about or by the member
- details about role(s) in Scouting
- details about membership status
- diversity and inclusion data (including nationality, ethnicity, religion / belief, health information, gender, and sexual orientation)

Processing Activities

The following is a list of common data processing activities for members, parents/guardians of youth members, volunteers data on the membership systems. This includes an indication of which entity carries out this activity which is shared with the other.

Processing Activity	Description	Processing entity
Scout Member capture	Initial data load of a new Scout Member onto the membership database	1 st Godstone Scout group
Scout Member disclosure check	Disclosure checks for any adult Scout Members that require them	1 st Godstone Scout group initiate The Scout Association complete the check
Scout Member operational administration	This may include: Scout Member data updates Maintaining training record Events attended Permits approved Badges awarded	1 st Godstone Scout group and The Scout Association
Scout Member disciplinary	Scout Member disciplinary detail capturing where a Scout Member has breached POR or any other Scout policy	1 st Godstone Scout group initiate The Scout Association involved if severity meets a policy threshold
Scout Member leaving	The updating of an individual's membership status post leaving the association.	1 st Godstone Scout group
Scout Member data reporting	Reporting on trends and monitoring data to be able to demonstrate The Scouts impact and to attract funding (this may include optional special category data of the Scout Members)	The Scout Association 1 st Godstone Scout group may access special category data for Census and local Scouting delivery
Scout Member Training	The addition of mandatory training for Scout Members, where applicable	The Scout Association
Scout Member roles definition	The definition of Scout Member roles on the membership databases	The Scout Association

Sharing your information

Young people and other data subjects



We will normally only share personal information with adult volunteers holding an appointment in the 1st Godstone Scout Group.

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 1st Godstone Scout Group, as well as with The Scout Association Headquarters as independent data controllers.

Hall-hire customers

Information provided through a hall-hire enquiry or booking will normally only be accessible to those responsible for administering and managing The Endeavour hall-hire enquiries and bookings.

We will not use hall-hire enquiry information for unrelated purposes or sell personal information to any third party.

All data subjects

We will share your personal information with others outside of 1st Godstone Scout Group where we need to meet a legal obligation. This may include 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.

Sometimes we may nominate a member for national awards, such as Scouting awards or Duke of Edinburgh awards. Such nominations may require us to provide contact details to that organisation. We may also share data on award nominees for National Honours Awards, including the same data as above.

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.

How we store your personal data

We generally store personal information in the following ways:

The Scout Association Online Membership System – this is used for the collection and storage of adult volunteer personal data.

Online Scout Manager – is the online membership system of Online Youth Manager, this system is used for the collection and storage of youth member personal data. In addition, adult volunteers may hold some personal data on local spreadsheets/databases.



Website and hall-hire enquiries – personal information submitted through our website hall-hire form is processed using Fluent Forms. Submitted information is stored within our website and notification emails are sent to our designated hall-hire email address, endeavour@1stgodstone.org.uk.

Printed records and data held while attending events

Paper is sometimes used to capture and retain some data, for example:

- Gift Aid administration
- Event registration
- Health and contact records forms for events
- Events coordination with event organisers

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 event.

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 (ICO).

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 means you can update your data if it is inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association Online 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 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, where applicable. 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 decisions are being made about you based entirely on automated processes rather than human input. It is highly unlikely that this will be used by us.

Website Cookies

Forms related cookies

When you submit data through a form such as those found on our contact pages or hall-hire enquiry form, cookies may be set to remember your user details for future correspondence.

Third Party Cookies

In some special cases we also use cookies provided by trusted third parties.

From time to time, we test new features and make subtle changes to the way that the website is delivered. When we are still testing new features, these cookies may be used to ensure that you receive a consistent experience whilst on the website whilst ensuring we understand which optimisations our users appreciate the most.

We also use social media buttons and/or plugins on the website that allow you to connect with your social network in various ways. These may include Facebook and Instagram and may set cookies through our site. These cookies may be used for purposes outlined in their respective privacy policies.

Google Analytics



This site uses Google Analytics to help us understand how visitors use the site and how we can improve your experience.

These cookies may collect information such as how long you spend on the site and the pages that you visit.

For more information on Google Analytics cookies and how Google processes information, please refer to Google's privacy information.

Who to contact?

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us by email:

enquiries@1stgodstone.org.uk

Version number and date of the last review

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