

# Privacy Policy



# Scouts

## North Devon

### Document Details

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This document has been authorised and approved by:

Name	Role	Date
Daniel Smith	District Trustee Board Chair	22/04/2026
Mark Etheridge	District Lead Volunteer	22/04/2026
Board of Trustees		22/04/2026

# North Devon District Scout Council Privacy Policy

## Our Privacy Policy.

This Privacy Policy describes the categories of personal data North Devon District Scout Council process and for what purposes. North Devon District Scout Council is 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 the GDPR.

This policy applies to members, parents or guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors, and members of the public who interact with North Devon District Scout Council.

## Who we are.

North Devon District Scout Council are a registered charity with the Charity Commission for England & Wales; charity number 290640. The Data Controller for North Devon District Scout Council is the Trustee Board who are appointed at an Annual General Meeting and are Charity Trustees.

The Chair of the Charity Trustees is Dan Smith ([dan.smith@nddistrictscouts.org.uk](mailto:dan.smith@nddistrictscouts.org.uk)).

The District Lead Volunteer is Mark Etheridge ([mark.etheridge@nddistrictscouts.org.uk](mailto:mark.etheridge@nddistrictscouts.org.uk))

From this point on North Devon District Scout Council will be referred to as “we”.

Where possible we have access to a volunteer assuming the role of Data Lead.

## 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 our online membership systems. The data privacy policy and security notice for our youth membership system can be found here: [Online Scout Manager \(OSM\): Privacy Policy](#). In the case of adult members and volunteers, data may also be provided by third parties such as the England & Wales – Disclosure 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 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 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.

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- 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 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.

### 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, where such photographs place the data subject as the focal point of the shot. 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 North Devon District Scout Council
- 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 North Devon District Scout Council
- 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.

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 North Devon District Scout Council
- to respect a person's religious beliefs with regards to activities, food and holidays

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- for equal opportunity monitoring and reporting.

### Our retention periods.

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

### Joint control of membership data.

The Scout Association and North Devon District Scout Council 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 North Devon District Scout Council hold about volunteers may include the following:

- 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

Processing Activity	Description	Processing Entity
Scout Member capture	Initial data load of a new Scout Member onto the membership database	North Devon District Scout Council
Scout Member disclosure check	Disclosure checks for any adult Scout Members that require them	North Devon District Scout Council 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	North Devon District Scout Council and The Scout Association

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	Badges awarded	
Scout Member disciplinary	Scout Member disciplinary detail capturing where a Scout Member has breached POR or any other Scout policy	North Devon District Scout Council 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	North Devon District Scout Council
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 Scout members)	The Scout Association  North Devon District Scout Council 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 database	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 North Devon District Scout Council.

#### 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 North Devon District Scout Council as well as with The Scout Association Headquarters as independent data controllers.

#### All data subjects

We will however share your personal information with others outside of North Devon District Scout Council where we 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 personal 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 of Duke of Edinburgh awards) such nominations may require us to provide contact details and award

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nomination details, such as citations 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 information.

**Online Scout Manager** – is the online membership system of Online Youth Manager, this system is used for collection and storage of youth member personal data.

#### Other digital systems

**TicketSource** – this is an event management system and when parents book activity sessions for their young people, we collect the necessary contact details through this system to manage bookings and communicate essential information about the event.

**Mailchimp** – this is used as our email communication platform. It enables us to send broadcast updates and information to parents and volunteers who have opted in to receive messages from us.

#### TWICE Commerce

In addition adult volunteers may hold some personal data on local spreadsheets/databases. 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 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 Privacy Policy, then we will provide you with new information or an updated Policy 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.

### 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.

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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 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 Data Privacy Policy 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 decisions are being made about you based entirely on automated processes rather than a human impact, it's highly unlikely that this will be used by us.

### Who to contact.

If you have any queries relating to this Data Privacy Policy or our use of your personal data, please contact:

Dan Smith  
Trustee Board Chair  
[Dan.smith@nddistrictscouts.org.uk](mailto:Dan.smith@nddistrictscouts.org.uk)

Mark Etheridge  
District Lead Volunteer  
[Mark.etheridge@nddistrictscouts.org.uk](mailto:Mark.etheridge@nddistrictscouts.org.uk)

END.