

Data Protection and GDPR Policy

This policy covers activities at 1st Molesey Scout Group, a data controller.

It should be read in conjunction with the policies here:

<https://www.scouts.org.uk/about-us/policy/>

To operate safely, we (the Scout Group) keep records of personal details, and we recognise our obligations to you under GDPR to do that responsibly and legally.

We explain here the information we need from you, why we need it and how we use it, and our policies for keeping it secure.

Personal details held by the Scout Group are held on Online Scout Manager (OSM), a data processor, and most of the fields are directly editable by you in the Parent Portal. We believe this gives you the best control over your own information. For our young people, we store names, contact details and dates of birth and other personal and medical information which you can see and edit in OSM. We store this on paper in case of emergencies when OSM is unavailable and for camps and events. If you are unhappy to provide certain information, then please talk directly to your child's leaders or the Group Lead Volunteer.

We may request and store mobile phone numbers for older children camping or hiking independently. This field in OSM is under your control and you may choose to remove that information between events. We ask that you fill in medical information in OSM. It is always up to you to keep this up to date so that we have accurate information in case it is needed in the event of an emergency.

Please review the section below about who has what access to information.

We process most of your information under the legitimate interest basis. This basis doesn't require your explicit consent and allows us to work with info clearly necessary for our main purpose of running our activities safely. It limits us from doing anything silly, like selling your information, which of course we would never do. If we ever want to do anything with your information that cannot be covered under "legitimate interest", then we will seek your additional consent. As our parent organisation, we will share personal information with the Scout Association (which has its own data protection/GDPR policy) where appropriate. The data is controlled by our trustee board who look after good governance. All of our adult volunteers complete mandatory GDPR training. We require your explicit consent for medical information, and we require you to add your name and use OSM to confirm that data we hold is up-to-date and correct.

We will not send you emails about third party events unless necessary as that requires your explicit consent. For financial transactions, we do not store any bank information directly—we simply store a reference number from the payment processor, GoCardless, contracted through OSM. OSM and GoCardless have their own GDPR policies and leaders and

volunteers access this secure information only when necessary. Volunteers at the Scout Group have different levels of OSM data access depending on need. All adult members have a responsibility to avoid sharing personal and GDPR controlled information beyond the scope of this policy.

Some camps and events are run in collaboration with Esher District or Surrey Scout County, or other linked organisations. In these cases, we will temporarily share appropriate and necessary information with those third parties for the running of those events which you have signed up to and may seek additional consent through OSM where appropriate.

We report our annual census to the Scout Association including sensitive information to monitor inclusion and use OSM to collect this and you may need to explicitly consent.

All the questions can be answered with "do not want to say".

Photos taken by leaders will always be taken in public places. There is nothing in the General Data Protection Regulation (GDPR) that prohibits people from taking photos in a public place. Photos taken at our activities may be used publicly on the Scout Group's social media pages or website.

We will not publish photos with a child's full name and will seek permission before using a child's photo in places other than those listed above. If you need us to be careful and try to keep your child out of images, please let your child's leader know and we will do our very best to enforce that.

We keep an archive of photos taken at our activities and use a secure service called SmugMug to store the photos. You can read the SmugMug privacy policy on their website.

Some sections of the Scout Group use WhatsApp for planning and event communication. We will never add your mobile number to a WhatsApp group chat without your permission. In most cases you will be invited to 'self-add' to a group chat with an invite link.

If hard copies of personal and medical information are made for the purpose of an event, they will be destroyed securely after an event is completed and any issues are resolved.

When a member leaves the group, we will remove personal information, leaving a badge progress record attached to their name. This enables us to have a retrievable record if they return to use, or join another Group. We can transfer their record (without making a copy) to another group that uses OSM if you ask us to.

The CCTV installed at 1st Molesey HQ ("Scout Hut") is used to help prevent and detect crime and to safeguard (protect) Young People and others. All cameras are clearly visible, and appropriate signs are prominently displayed so that users are aware they are entering an area covered by CCTV.

Images produced by the CCTV equipment are intended to be effective for the purposes set out above. CCTV images can be viewed 'live' on a monitor in the office, and recordings are held digitally on a hard drive and are deleted and overwritten and are not held for more than 3 months. Images that are stored on, or transferred on to, removable media are erased or destroyed once the purpose of the recording is no longer relevant.

Only the Group Lead Volunteer and Facilities Manager shall have access to recordings made by the CCTV video library and they shall not access the videos, except in circumstances where the Headquarters has been vandalised, property has been stolen or personal injury has occurred – in these circumstances only, the recorded videos may be reviewed to provide evidence for vandalism, theft or injury. If recordings of CCTV footage are viewed, this will be documented.

Images can only be disclosed in accordance with the purposes for which they were originally collected and access to view CCTV footage may be requested in writing to the Scout Group's Trustee Board.

If media on which images are recorded are removed for viewing purposes, this will be documented. Disclosure of images to other third parties will only be made in accordance with the purposes for which the system is used and will be limited to:

- the police and other law enforcement agencies
- individuals whose images have been recorded and retained

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