



Privacy Notice

Fair Processing Notice for Leaders & Young People

Under the Data Protection Act 1998 we are obliged to process your personal data in accordance with various rules.

Definition of Personal Data

Personal data is data about a living individual used to identify the individual or data and other information which is in the possession of or is likely to come into the possession of the data controller and could be used to identify the individual. It includes any expression of opinion about an individual and any indication of the intentions of the data controller or any other person in respect of the individual. Information about companies is not personal data.

Information we may collect from you?

In the course of being a member of The Boys Brigade, we will need to collect, retain and process information consisting of personal data and sensitive personal data about you. The sensitive personal data that we hold about you may relate to:

- Racial or ethnic origin;
- Physical or mental health conditions;
- Criminal convictions;

We are subject to more comprehensive rules in relation to the ways in which we can use sensitive personal data.

Why do we need to process your personal data?

We hold your personal data for a variety of different purposes.

For example:

- Recruitment & selection of volunteer leaders;
- Health and safety (including accident reporting and other notifications to Insurers);
- Training, progress and development of members;
- Administrative, such as record keeping, including attendance records;

We may also collect, hold and process data including sensitive personal data if it is necessary to do so for compliance with any statutory duty with which we are required to comply.

How do we use your personal data?

The Boys' Brigade will only use your data in relation to your membership of the organisation. We can only use your personal data in accordance with the Act. We take data protection compliance very seriously and have a number of policies in place to ensure that we comply with the Act.

Our Commitments

We promise that we will:

- Try to only collect personal data about you that is absolutely necessary;
- Do our best to keep any personal data that we collect about you up to date and accurate;
- Not keep any personal data longer than reasonably necessary;
- Take all reasonable steps to keep your personal data safe and secure;

Data processing by service providers

We will instruct third party service providers to process your personal data on our behalf in order to fulfil certain of our duties. (Eg: vetting & disclosure checking bodies). Where we transfer data to service providers we will make sure that arrangements are in place to protect your data.

Online Brigade Manager (OBM) is the central administrative system used by The Boys' Brigade to, collect, process & store personal data. OBM is supported and managed by Online Youth Manager (third party provider).

Where data is processed by a third party we will carry out due diligence checks, put in place contracts and/or data sharing protocols to govern the use of data by the third party to ensure compliance with all relevant legislation and guidance.

Passing your data to third parties

The information that we hold about you may be transferred to third parties such as statutory bodies, and other professional advisers. Where we transfer data to third parties we will make sure that arrangements are in place to protect your data properly.

Queries

If you have any queries about the ways in which we use your personal data you should contact our Data Protection Representative at BB Headquarters.

The Boys' Brigade
Felden Lodge
Hemel Hempstead
HP3 0BL

Telephone: 01442 231 681

Email: dataprotection@boys-brigade.org.uk

A Registered Charity in England & Wales (305969) and Scotland (SC038016).

The Boys' Brigade is a Company limited by guarantee, registered in England & Wales number 145122.

Registered Address: Felden Lodge, Hemel Hempstead, Herts, HP3 0BL.

Ref: **Privacy Notice Members 0518-01**

Data Processing Table

The table below sets out the data processes which the organisation carries out including the period of retention.

Process	Description	Data Captured	Lawful bases	Reason for Process	Data Retention
<i>Process which gathers data</i>	<i>Full description of the process</i>	<i>Examples of data being collected for this process which drives the data categorisation</i>		<i>Demonstrate there is a justified reason to collect and process data</i>	<i>How long is data kept and the reason why data is to be retained</i>
Joining or Annual Information Form	Child/Young Person's details are updated by Parent/carer	Name, DOB, Address, Telephone Numbers, Health/Medical information	Legitimate Interest	Leaders need access to up to date contact details and health/medical details for young people in their care.	Completed paper forms should be retained securely for 12 months or until a new Annual Information Form is completed by Parent/Carer. Where ALL data has been inputted into OBM the form can be securely destroyed immediately and does not need to be retained. Data inputted into OBM will be retained until it is updated or the member leaves the organisation. OBM will send a reminder to parents/carers every 6 months to request that they review and update data. Core personal details will be retained by BB Headquarters on OBM indefinitely for all children and young people (including name, dob, sex and dates started and left the organisation).
Special Activity Consent Form	Child/Young Person's details are updated by Parent/Carer based on a special event or activity a young person is attending	Name, DOB, Address, Telephone Numbers, Health/Medical information	Legitimate Interest	Leaders need parental/guardian permission for them to take part in a specific activity and also need access to up to date contact details and health/medical details for young people in their care during this specific event/activity.	Completed paper forms should be retained securely for 6 months after the event/activity has taken place. Data inputted from the Consent Form into OBM will be retained until it is updated or the member leaves the organisation. Core personal details will be retained by BB Headquarters on OBM indefinitely for all children and young people (including name, dob, sex and dates started and left the organisation).
Attendance Register	Recording a Child/Young person's attendance	Name, DOB	Legitimate Interest	Adult Leaders are required to keep a record of the attendance of children/young people and all adult leaders at all meetings and activities.	Records should be retained securely indefinitely, even after a child/young person or adult leader leaves the organisation.
External Event/Activity Consent Form	A form required by an external event/activity provider, completed by child or young person's Parent/Carer	Name, DOB, Address, Telephone Numbers, Health/Medical information	Legitimate Interest	External event/activity providers may require their own consent or health form to be completed by a child or young person's Parent/Carer in order to participate in the event/activity.	The event/activity provider should retain the form for the period of the event/activity, this should then be destroyed.
Photos	Photos are taken, stored and used based on consent	Photo	Consent	Photos are taken to record and celebrate activities and events.	Photos are taken based on consent being given at the time.

Leader Registration Forms	Forms completed by volunteer to register as a leader, renew or change membership	Name, DOB, Address, Telephone Numbers, Contact details for references, criminal convictions listed on registration form	Contract	BBHQ requires personal data to complete safe recruitment processes, ensure leaders are sufficiently equipped to carry out their role and to enable effective communication within the organisation.	Contact information (address, telephone number, email address) will be retained by BBHQ on OBM for 3 years after the person has left their volunteering role. Core personal details for volunteers will be retained on OBM indefinitely (name, dob, sex, primary role, disclosure check history, dates started and left the organisation).
Copies of disclosure check/application forms/ID validation sheets Copies of ID documents seen (Northern Ireland only)	Disclosure applications forms /ID validation forms submitted (where applicable) to undertake disclosure check	Name, DOB, Address, Telephone Numbers, details of Identification, Criminal convictions	Legitimate Interest	To comply with legislation individuals are required to undertake criminal records checks. Checks are processed through third-party providers (i.e. Disclosure Checking Bodies).	Copies of disclosure check/application forms/ID validation sheets are retained by BBHQ for 3 months from the date the certificate is issued.
Accident Notification Forms	Where a leader, young person or employee sustains an injury and requires professional medical attention a notification form should be submitted to BBHQ	Name, DOB, Address, Telephone Numbers, medical treatment	Legitimate Interest	BBHQ requires notification in order to meet requirements of insurance, monitor compliance and reduce risk of future accidents occurring.	Accident notification forms are retained by BBHQ for: <ul style="list-style-type: none"> • 3 years for adult volunteers. • 3 years from date of 18th birthday for young people.
Claims Notifications to Insurers	Where Insurers notification criteria is met, incident details are passed to Insurers.	Name, DOB, Address, Telephone Number, email address, medical treatment	Legitimate interest	BBHQ is required to provide details of notifications and claims based on the insurers criteria.	Notifications to Insurers are retained by BBHQ indefinitely.
BB Supplies Orders	Purchasing of goods through online, telephone or postal orders.	Name, Address, Telephone Number, email Address, Payment Details	Contract	To process and deliver goods ordered.	Records are retained based on financial requirements for 7 years.
Donation forms (including Gift Aid declarations)	Records of donations received by members & donors/supporters	Name, Address, Bank/Payment Details	Legitimate Interest	We benefit from donations from members of the public who support our work. We hold personal data about these donors so that we can process donations and inform donors of our work.	Records are retained based on financial requirements for 7 years (after the last donation has been received)

Newsletters	Sharing news and Information about membership	Name, Address, Email Address	Legitimate Interest	To keep members updated about news and information including sharing opportunities available to them as part of their membership.	Data is kept whilst the individual is a member of the organisation, and is securely destroyed once the member leaves the organisation.
Associate Members Application Form	Form completed by individual become an Associate Member	Name, DOB, Address, Telephone Number, email address	Contract	To comply with financial procedures & to communicate with individuals.	Records are retained by BBHQ for 12 months after the last subscription has been paid
Gazette Subscribers List	Request by non-member to receive BB Gazette	Name, Address, Telephone Number, email address,	Contract	To comply with financial procedures and to maintain list of subscribers.	Records are retained by BBHQ for 12 months after the last subscription has been paid
Staff Personnel Records	As part of the recruitment process and in relation to an individual's employment and personal development records will be retained	Name, DOB, Address, periods of service, health conditions, sickness records, maternity pay records, disclosure checks (if applicable to role), details of dependents/next of kin, bank account & other information for salaries to be paid , references, details of experience, qualifications & skills, training records, probationary, appraisal & disciplinary information	Contract	As an employer we are required to keep information relating to every member of staff who has a contract with us. This will include the pre-employment stage, references and records relating to the time they worked for us.	Records will be retained for 6 years after employment has ceased. Records relating to unsuccessful applicants will be retained for 6 months following notification of unsuccessful application.
CCTV	BBHQ at Felden Lodge records images covering the entrances to the site and property	Images of individuals	Legitimate Interest	Felden Lodge operates a CCTV system to help detect crime and safeguard/protect people and property.	Images are retained for 7 days before being overwritten.

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Ref: **Data Processing Table 0619-02**