

## Privacy Notice

This notice describes the personal data that Wedmore Scouts hold and how it is used

### What this document is about

So that Wedmore Scout Group can successfully hire out its headquarters (Mendip Scout Base) to outside parties, it needs to hold necessary information about them. The information that it collects enables it to provide the best service to them; by ensuring that the Group has all the information, it needs to deliver these facilities in a safe and appropriate manner.

The “General Data Protection Regulation” (GDPR) dictate how Wedmore Scout Group must treat this. Additionally, it requires that a Privacy Notice is published, which describes to you (the “data subject” - the person whose data it holds) what that data is; some of which is ‘Sensitive Personal Data’. Also, what and how it uses it to provide Mendip Scout Base to hirers.

### Personal information

The Group maintains the ‘Personal Data’ that it has about its hirers, electronically on a local desktop computer. This computer is used for handling, collecting, storing and updating personal information relevant to the day-to-day hire of Mendip Scout Base; as well as noting bookings for events, raising invoices, and recording payments, etc.

### What information it holds and where it comes from

The personal data held about the hirers of Mendip Scout Base includes information about some or all of the following:

- **name & contact information** - so that we can get hold of you, should we need to do so
- **hire periods & charges** - so that we can recover the agreed hire charges
- **purpose of the hire** - so that we can ensure that it is within the permitted use

Mostly, the information the Group holds comes directly from the hirer. However, it also retains data about each hirer’s history of hiring of Mendip Scout Base, within the invoicing software.

### Who controls the information and who has access to the data?

#### Control

In this Privacy Notice, the GDPR ‘Data Controller’ is “Wedmore Scout Group”; as it exercises overall control over the purpose for which and how personal data is processed. Matters or concerns about this Privacy Notice should be made to the Group by email at– <mailto:data-controller@mendip-scout-base.org>. The information is kept on a local desktop computer in a secure location, to ensure that it is readily accessible when it is needed; and so that it can easily be kept up-to-date and accurate. A password protects this data, which is also encrypted; to ensure that it is not available to people who should not have access to it.

Initial bookings for hiring the Base are handled through an email system and confirmed by a paper-based ‘Booking Form & Hire Agreement’. A ‘standalone’ invoicing package then generates a contact list of each hirer and an invoice for each period of hire.

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All booking forms and the relevant invoices are retained in a paper format and kept in a ring-binder that is in a secure location.

### Access

Within the Group, only approved adult members of the Group have access to the information stored about the hirers. No information goes to Third Parties outside the Group (unless legally required to do so).

Hires may request details of the 'Personal Data' that the Group holds about them, at any time by email at - '<mailto:data-controller@mendip-scout-base.org>'; so that they can ensure that the information retained by the Group is up to date; and to request amendments to their records, if needed.

### Retention and Removal

The Group keeps all paper-based booking forms and the relevant invoice for seven years before destroying them; to comply with the requirements of HMRC for keeping income records. However, digital images are saved in perpetuity as they form part of the Group's history.

Hirers may ask the Group to delete their information; however, the removal of this may in the future, hinder the Group's capacity to provide the facilities at Mendip Scout Base to them safely and appropriately. Moreover, there may be circumstances where the Group may need to keep it; for instance, to investigate a complaint, in which case it will notify the hirer of this.