



### 3<sup>rd</sup> Gidea Park (St. Michael's) Scout Group

Section	Age Range	Regular	Weekly Meetings	Meeting Place
Beavers (Penguins):	6-8	Tuesday	5:15pm – 6:30pm	Rowswell Hall
Beavers (Polar Bears):	6-8	Friday	5:15pm – 6:30pm	St Michael's Church
Cubs (Tigers):	8 – 10 ½	Tuesday	6:30pm – 8:00pm	Main Road
Cubs (Leopards):	8 – 10 ½	Friday	6:45pm – 8:15pm	Gidea Park
Scouts:	10 ½ - 14	Thursday	7:30pm – 9:15pm	(Not a postal address)

## GIFT AID DECLARATION

### Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**Membership fees are regarded as donations. In order to Gift Aid your donation you must tick one or more of the boxes below:**

- I want to Gift Aid my donation of £ \_\_\_\_\_; AND/OR
- I want to Gift Aid any donations I make in the future or have made in the past four years to 3<sup>rd</sup> Gidea Park (St Michael's) Scout Group.

### Donor's Details

Title: \_\_\_\_\_ Initial(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.**

Name of Scout that donations (membership fees) relate to \_\_\_\_\_

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

## 3rd GIDEA PARK - SCOUT GROUP PRIVACY NOTICE

This Privacy Notice sets out what we do with Personal Data and what you can expect from us as part of our obligations when processing this Personal Data.

### What data are we gathering?

We may hold Personal Data (including Sensitive Personal Data) about members, parents/guardians and volunteers. We believe it is important to be open and transparent about how we will use your Personal Data. Information we may hold includes the following:

- name and contact details;
- age/date of birth;
- details of any health conditions;
- race or ethnic background and native languages;
- religion.

### Why do we collect this information?

We use this information to communicate with you and to carry out our obligations as Scout Leaders. We also have a responsibility to keep information about you, both during your membership and afterwards (due to our safeguarding responsibilities and also to help us if you leave or rejoin). In addition, we may collect data for registration for events, including nights away. In some cases this data will be Sensitive Personal Data, which we ask for to allow us to provide appropriate care for members whilst under our supervision. The list of activities we carry out as part of Scouting that may require the use of Personal Data include:

- To enable us to provide a voluntary service for the benefit of the public;
- To manage our volunteers;
- To manage our membership records;
- To update you on events.
- For financial accounting;
- To fundraise for the Scout Group;
- To process Gift Aid applications;
- To record accidents and learn from them;

### How do we gather data?

We gather data through a variety of methods. These include: contact by email; Joiners Forms and Event Registration Forms.

### When will we delete this data?

We may keep information for different periods of time for different purposes as required by law or best practice. As far as membership information is concerned, to make sure of continuity (for example leavers and then re-joiners) and to carry out our legal responsibilities relating to safeguarding young people, we keep membership information throughout the membership and after it ends. HMRC requires us to keep Gift Aid declarations for six years after your last donation.

### Who has access to this data and who do we share it with?

Only those members who need membership information to carry out their role have access to that information. We may share membership data with other local Scouting Groups where this activity is required to deliver the Scouting Group obligations, such as stand in Leaders. We may also share data within The Scout Association. We do not store credit card details, nor do we share data with third parties without permission. Gift Aid declarations are never shared with other organisations except potentially the HMRC on request.

### Where will the data be stored?

The original paper copy of the Member Information Form, Behaviour Policy and Gift Aid Declaration form will be stored in a locked cupboard in the Scout Hall.

The information provided on the Member Information Form and the fact that Gift Aid and behaviour forms have been signed will also be stored in our secure online membership management system. We take data security seriously.

### What are your rights to your Personal Data

As a Data Subject you have rights over your own data that you can exercise at any time. These are:

- Data is accurate – we must keep your data accurate
- Data is erased – we must erase data if it is not needed or if requested to do so by you if the request is not excessive and is possible.
- Data is portable – we must provide a copy of your data to you
- Data processing is limited – we must cease a processing activity if you object to it
- Consent withdrawal – we must allow you to withdraw consent at anytime

In the event that you wish to contact us to exercise these rights or for any further queries on this Privacy Notice please contact any of the Group's Leaders or the Group Scout Leader