

Cornel Scout Centre

Data Protection Statement



Cornel Scout Centre is committed to protecting the privacy and personal information of all team members, wider volunteers, users and supporters. We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant guidance issued by the Information Commissioner's Office (ICO).

How We Use Personal Information

We collect and process personal information only where necessary to:

- Manage bookings, activities, events, and centre operations.
- Communicate with members, volunteers, visitors, and hirers.
- Ensure the health, safety, and welfare of individuals using the centre.
- Maintain financial and administrative records.
- Meet legal, regulatory, and safeguarding obligations.
- Promote the activities of the centre where appropriate and with consent when required.

Information We May Collect

The personal information we may collect includes:

- Name and contact details.
- Emergency contact information.
- Booking and attendance records.
- Payment and invoicing information.

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- Relevant medical or dietary information where necessary for safety.
- Volunteer records and training information.
- Photographs or video recordings where consent has been obtained or another lawful basis applies.

Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- Consent.
- Performance of a contract.
- Compliance with a legal obligation.
- Protection of vital interests.
- Legitimate interests of Cornel Scout Centre, provided these do not override individuals' rights and freedoms.

Sharing Information

Personal information will only be shared where necessary and appropriate, including with:

- The Scout Association and associated Scout groups where relevant.
- Emergency services or healthcare professionals in an emergency.
- Service providers acting on our behalf.
- Regulatory authorities where required by law.

We do not sell personal information to third parties.

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Data Security

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration, or disclosure.

Retention of Information

Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, to meet legal requirements, and in accordance with our retention policies.

Your Rights

Under data protection legislation, individuals have the right to:

- Access their personal data.
- Request correction of inaccurate information.
- Request erasure of personal data where applicable.
- Restrict or object to certain processing activities.
- Request transfer of their data where applicable.
- Withdraw consent where processing is based on consent.

Requests relating to personal data should be made to Cornel Scout Centre using the contact details below.

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For questions about this Data Protection Statement or how personal information is handled, please contact:

Chair of the Management Committee

chair@cornel-scouts.org.uk

C/O ScoutsCymru, Castle House, Southern Street, Caerphilly CF83 1LH

If you are not satisfied with how your information has been handled, you have the right to lodge a complaint with ScoutsCymru.