

# **Privacy Policy**

## **1. Introduction**

- 1.1. In this policy, "we", "us" and "our" refers to 5<sup>th</sup> Bristol Scouts.
- 1.2. We are committed to safeguarding the privacy of our users and website visitors.
- 1.3. This privacy policy sets out how we use and protect any personal data that is provided.
- 1.4. We will look to ensure that as acting as data controller we are correctly and responsibly processing and holding the personal data of service user and website visitors.
- 1.5. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, then you can be assured that it will only be used in accordance with this privacy statement.
- 1.6. We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25/05/2018.

## **2. Data Collection**

- 2.1. We may collect the following information from you to enable us to carry out our services:
- 2.2. Name, address and postcode
- 2.3. Contact information including email address, telephone number (including mobile and extension numbers)

## **3. What we do with the information we gather**

- 3.1. We require this information to enable us to contact you should we need to during your child's time with us.
- 3.2. From time to time, we may also use your information to contact you to advertise, events, trips and other activities your child may undertake whilst at 5<sup>th</sup> Bristol Scouts.

## **4. Security**

- 4.1. We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure.
- 4.2. All of your data is stored with Online Scout Manager their security and privacy policy can be found here:  
<https://www.onlinescoutmanager.co.uk/security.html>

## **5. How we use cookies**

5.1. Our website does not use cookies.

## **6. Links to other websites**

6.1. Our website contains links to external websites such as; Google Maps.

6.2. If an external company would at any point like the link retracted then they are able to contact us to do so.

6.3. Please note, that once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **7. Controlling your personal information**

7.1. You may choose to restrict the collection or use of your personal information in the following ways:

7.2. Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes

7.3. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [group@5thbristol.co.uk](mailto:group@5thbristol.co.uk)

7.4. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

7.5. You may request details of personal information which we hold about you under the Data Protection Act 1998.

7.6. You may request for all details that we hold on file for you to be deleted however please be aware that upon receiving the request we have 30 days to do so.

7.7. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the below address. We will promptly correct any information found to be incorrect.

5<sup>th</sup> Bristol Scouts  
The Wigwam Brookside Road  
Bristol  
BS4 4JU  
[group@5thbristol.co.uk](mailto:group@5thbristol.co.uk)