

DATA PROTECTION

How to be compliant in your use of social media

- **Think before you type – don't say things that ought not to be shared**
- **Obtain consent for posting to social media (for children: from parent or guardian)**
- **Create a CLOSED group for your Scout communications**
- **Set strict rules for your Admins for granting permission to join (set some questions to answer)**
- **Disable the "Share" and "Save as" button on images**
- **Update privacy settings regularly**
- **Don't be friends with everyone who asks (make sure they are people you really know)**



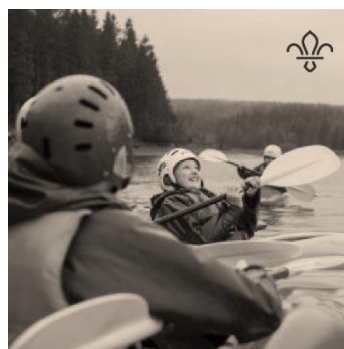
We prepare young people with skills for life

Some guidelines

- Children need particular protection when you are collecting and processing their personal data because they and their parents or carers may be less aware of the risks involved. This should always underpin your social media decision-making process. Think about the need to protect them from the outset, and design your systems and processes with this in mind
- Remember, though, that all our members, including adults, will be looking to us to protect their personal data from wrongful publication on social media. Everyone has the right to access their personal data; request rectification, object to processing and have their personal data erased
- You need to have a lawful basis for processing anyone's personal data – including on social media. Consent is a lawful basis for processing. Obtain consent from whoever holds parental responsibility for a child.
- A specimen form of consent is attached to these guidelines, which can be used at the same time as other information is obtained relating to the member concerned. You can download a Word version to help with setting up the consent form on your computer
- Have clear privacy notices saying what will happen to personal data, and what rights they have

Why do we use social media?

- Capture memories
- Tell stories
- Communicate with others
- Record our activity badge/challenge work
- Link with other Sections
- Share ideas
- Celebrate achievement
- Document our activities
- Promote Scouting to future volunteers



What do you need to think about when using social media?

- **Who?** Our members' parents, parents of prospective new members, volunteers and prospective new volunteers
- **Where?** Our Section, our activities, our community
- **When?** Frequent updates
- **What?** Our activities, achievements and special events
- **How?** By showing the best with EVERY image we publish!

What are you aiming to achieve through social media?

- Promote good practice
- Sharing our vision and mission
- Developing knowledge and understanding in key areas
- Ensure awareness of policies and procedures
- Raise awareness of individuals' roles and responsibilities
- Welcoming
- Communicating information

What should you avoid with social media?

- Sharing personal information (addresses etc)
- Sharing details of where we meet
- Posting without consent
- Posting images without disabling the "save as" and "share" function
- Sharing any image or information that does not meet these guidelines and/or does not take account of customs and local sensibilities



Version 2
27 October 2018

Please note that this is for guidance and is not exhaustive. It can be used as part of a document for parents/guardians etc that deals with other issues as well or as a stand-alone document. It must be tailored to fit the specific purposes and methods of publication of the Group, especially in the parts enclosed within square brackets.

Photo/video/audio consent form - v2 October 2018

This form is a record of consent for any photographs, video and/or audio footage, depicting you and/or your children for the purposes of the Scouts, its products, services, work and values to help us encourage wider awareness and understanding.

My full name:

My address:

Date:

If you are the responsible parent, guardian or carer;

Child's full name:

Child's full name:

Child's full name:

I understand that the photos/video/audio will be retained in line with the [Scout Group] data retention policy [Link] and managed in line with the [Scout Group] data privacy policy [Link].

I understand I can ask for the photos/videos I appear in to be removed from the Scouts' data repository at any time by contacting the [Scout Group]. Although these will be removed upon request, I understand it will not be possible to remove photos which have already been published, for example in printed magazines.

I know I will not be paid for allowing the photos/videos/audio to be taken or used. I am giving permission freely. I have no interest in the copyright, nor of any moral rights, in the photos/videos/audio.

I understand that should I have any questions I will contact the [Scout Group] [Email link].

Please confirm by ticking each box that you consent to us publishing the content via this media:

- | | |
|--|--|
| <input type="checkbox"/> Local newspapers, | <input type="checkbox"/> [Scout Group] or Chester and District or Cheshire newsletters |
| <input type="checkbox"/> Local radio | <input type="checkbox"/> [Scout Group] or Chester and District or Cheshire social media channels |
| <input type="checkbox"/> Local TV | <input type="checkbox"/> [Scout Group] or Chester and District or Cheshire advertising and/or promotional material |
| <input type="checkbox"/> [Scout Group] or Chester and District or Cheshire online news | |
| <input type="checkbox"/> [Scout Group] or Chester and District or Cheshire websites | |

Signed: