

Photography & Media

SAMPLE [Insert Scout Group Name] Scout Group Privacy Information Notice

1. About Us (Data Controller)

[Name of Scout Group]

[Scout Group Registered Address]

[Scout Group Email Address]

For the purposes of the General Data Protection Regulation (EU GDPR), [Insert Scout Group Name] is the **Data Controller** of any personal data collected under this information notice.

If you have any questions about how we use personal data, you may contact us at the details above or the Data Protection Point of contact for the Scout Group [Enter your Scout Groups Data Protection Contact email address]

2. Purpose of collecting Photographs and Media:

[Insert Scout Group Name] may take photographs and / or videos during Scout Group meet ups, events, trips and activities for the following purposes:

- Promoting the Scout Groups activities
- Sharing updates with parents / guardians
- Celebrating achievements
- Maintaining historical records of Group activities

Images and Videos may be used:

- Printed Materials e.g. flyers, posters, newsletters)
- The Scout Groups Website [insert website]
- Social Media pages [outline which ones]
- Internal displays or presentations
- Local Press or community publications

3. Lawful Basis for Processing

Under Article 6(1)(f) of the General Data Protection Regulation [Scout Group] has a **legitimate interest** in capturing and processing photographs and videos during activities related to our Scout Group. These images and recordings may be used for the following purposes:

- Sharing with Parents / Guardians through the [WhatsApp Group / Private Facebook group] to keep them up to date on the latest activities
- Inclusion in the Scout Groups internal **Newsletter**
- Displaying internally within the Scout Den

If you would prefer that you or your child, not be included in any photographs or videos you can opt out at any time by informing the Group Leader and / or relevant Section leader.

Under Article 6(1)(a) of the General Data Protection Regulation [**Scout Group**] relies on the **explicit consent** of a parent / guardian to use photographs and videos of our youth members for the following purposes:

- Inclusion in promotional or marketing Materials
- Posting on the Scout Group **Website**
- Posting on the Scout Groups **Social Media**
- Advertising for the Scout Group
- Sharing with National office for their own promotional or administrative use

Providing Consent is voluntary and it may be withdrawn at any time. For details on how to withdraw consent, please see section 8 below.

4. What Personal data we process?

We may process the following:

- Photographic images
- Video recordings
- Your Child's first name (only where appropriate)
- Activity or event details

We will **not** publish surnames, home addresses, personal contact details or other identifying information without additional explicit consent.

5. How we store and protect images

We are committed to protecting your child's personal data.

- Digital files will be stored on password-protected devices or secure cloud storage
- Access will be restricted to authorised volunteers (*outline the volunteer roles here e.g. Group Leader and the relevant section leader*)
- Images will not be shared with third parties except as described in this form.
- We will retain images only for as long as necessary for the purposes described above.

6. Sharing of Images

Images may be shared:

- On our official Website (*include website name*) or Social Media Accounts (*include SM names*) (with consent)
- In the parents / guardians communication platform (*include what this is example WhatsApp or closed facebook group for example*) (Legitimate interest)
- With local newspapers or community organisations for coverage of events (with explicit consent)

- With National office to publish on their Website or Social Media (with explicit consent)

Please note that once images are published online (including social media), we may not be able to fully control further sharing or copying by others.

7. Parents Taking Photos

GDPR does not apply where a parent takes photographs of their child purely for personal or household use (the 'household exemption'). This includes keeping images privately or sharing with family.

However parents are reminded not to capture other children in their photographs / videos without prior permission and not to share images of other children on public platforms without considering privacy implications.

8. Your Rights under Data Protection Law

Under the GDPR and Irish Data Protection Law, you have the right to:

- Withdraw consent at any time / Opt-out of the processing at any time
- Request access to your child's personal data
- Request correction or deletion of data
- Object to processing
- Lodge a complaint with the Data Protection Commission (www.dataprotection.ie)

To withdraw consent or exercise any of your rights, please contact us using the details in Section 1.

Withdrawal of consent will not affect the lawfulness of processing carried out before withdrawal.

9. Photograph and Media Retention

Routine activity photographs and media are retained for up to **two (2) years** before being deleted, anonymised, or archived. Images used for marketing or promotional purposes are kept for **two (2) years** unless consent is withdrawn earlier.

Images and media used for public communications (e.g. website, social media) may remain published for up to two (2) years unless consent is withdrawn earlier.

Printed materials already distributed (e.g. Newsletters, event programmes or press publications) cannot be recalled or deleted once issued. Any undistributed printed materials will be securely disposed of when no longer required.

Some images and media may be archived for historical purposes. These will be securely stored with restricted access to authorised adult volunteers only. They will no longer be used for new promotional, advertising or marketing purposes.

Historical images and videos are retained to preserve the Scout Groups history and legacy, celebrate the out Groups Milestones, achievements and long-term community involvement.

For any queries on the above you can reach out to the Scout Groups Data Protection Point of Contact [\[Insert contact details\]](#) or Group Leader [\[Insert contact details\]](#).

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