

## IMPORTANT NOTIFICATION

### Privacy Notice

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided on this form will be used, by whom and for what purposes.

Scouting Ireland processes personal information to administer and conduct Scouting Ireland related activities. This includes volunteer and youth membership, Scout Group registrations, events, disciplinary processes, communications and notifications of Scouting Ireland events, Scout Group fundraising activities, training activities and compliance related requirements (i.e. vetting and insurance). We will never share your information with third parties for any purpose without your consent unless legally required to do so or in the case of protecting your safety.

### Contact Details

If you require any information regarding Data Protection and how your data is processed by the Scouting Ireland, please contact the Scouting Ireland Data Protection Officer

Tel: 01 4956300

Email: [dataprotection@scouts.ie](mailto:dataprotection@scouts.ie)

Post: Data Protection Officer, Scouting Ireland, National Office, Larch Hill.

**Further details can be found at [www.scouts.ie/data-protection](http://www.scouts.ie/data-protection)**

## **Scouting Ireland Membership – Membership Management System**

Scouting Ireland uses a centralised electronic database for processing adult volunteers and youth membership registrations. Each Scout Group has access to the database and enters the relevant information for each of their members onto this system. Each adult volunteer and parent/youth member (dependent on youth member's age) has access to the database and enters their relevant information onto the system.

### **Who is the data controller for my data?**

The Scout Group and Scouting Ireland are Joint Data Controllers of the Personal Data used for membership registrations. Scouting Ireland can be contacted at the details above. Your Scout Group can be contacted directly by using the details available locally or by emailing the Scout Group Secretary

### **Who is the Data Protection Officer for Scouting Ireland and the Scout Group?**

Your Scout Group Secretary will be able to provide you with contact details for the person within your Scout Group with responsibility for coordinating Data Protection.

You can contact Scouting Ireland Data Protection Officer at [dataprotection@scouts.ie](mailto:dataprotection@scouts.ie) or on 01 4956300 if you have any questions or wish to make any request in relation to your personal data.

### **What is the purpose of processing my Personal Data?**

The purpose of processing your Personal Data is that it is necessary in order to register, administer and maintain your membership or that of your child with the Scout Group and Scouting Ireland.

The purpose is also to keep you informed of Scouting Ireland events and fundraisers.

### **Will anyone else receive a copy of my Personal Data?**

Your Personal Data can be accessed by certain members of Scouting Ireland's County Boards, Provincial Boards and National Administrative function in Larch Hill as well as appropriate staff members only for the purpose outlined above. This will be done in accordance with our data protection policy only.

In the event of an injury or insurance claim, details of your claim which will include your Personal Data will be passed to the Scouting Ireland's Insurance underwriters, Marsh Limited Ireland, 25-28 Adelaide Rd, Saint Kevin's, Dublin, Dublin 2, Ireland.

### **Where is your Personal Data stored?**

Your data will be stored electronically on the Scouting Ireland Membership Management System which is provided by pTools, Content House, Stephen's Place, Grand Canal Dock, Dublin 2.

### **Who is pTools Software?**

pTools Software is a "data processor" who hosts the database on which your information is stored. We have a contract in place with pTools Software to ensure that appropriate safeguards are in place to protect your data.

**How long will your Personal Data be stored for?**

You or your child's personal data will be held for the duration of one full Scout year after which, if you cease to be a member, the data will be erased; except for minimal records for archival purposes.

**How can I obtain a copy of the Personal Data held by the Scout Group/Scouting Ireland?**

You have the right to request a copy of all of your Personal Data and can do so by contacting us at [dataprotection@scouts.ie](mailto:dataprotection@scouts.ie). This information will be provided to you within one month.

**What are my privacy rights relating to my Personal Data?**

You have the right under certain circumstances to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us.

**Where can I get further information?**

Further information regarding your rights can be obtained through the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, or on the website [www.dataprotection.ie](http://www.dataprotection.ie)

**How do I make a complaint or report a breach?**

Should you wish to make a complaint or report a breach in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner at [info@dataprotection.ie](mailto:info@dataprotection.ie)