Privacy Statement in relation to Scouting Ireland's Grievance and Disputes Process (SID-CCD01) and Disciplinary Process (SID-CCD04)

Information notice for Grievance/Disputes/Disciplinary Process

It is important when dealing with your personal data that you are fully aware of how Scouting Ireland will process and control it, and therefore that any decisions that you take concerning the data you submit to Scouting Ireland are fully informed. Please read the notice below, before giving consent.

Information notice

At Scouting Ireland, and in your dealings with any part of the Grievance/Disputes/Disciplinary Process, we treat your personal data with the utmost importance and respect. Throughout all of these processes Scouting Ireland are controllers of your personal data; if you have any queries related to our use of your personal data, please contact Scouting Ireland's Data Protection Officer at dataprotection@scouts.ie.

For the purposes of the Grievance/Disputes/Disciplinary Process we may make audio recordings of any Dispute/Disciplinary Hearing. Any written notes made during the course of a hearing and transcriptions of the audio recording will also form part of the records. All such audio and written recordings shall hereinafter be referred to as recordings.

The reasons for this are to protect the interests of all parties involved. The recordings, as well as any associated paper or electronic files, will be kept securely on file in National Office for as long as the Grievance/Disputes/Disciplinary Process takes, including right to appeal, and for a further 6 months thereafter. Six months after the process has concluded all data will be securely deleted and/or shredded.

Access to your personal data

The data we collect is accessible to all those engaged by way of Scouting Ireland's Grievance/Disputes/Disciplinary Process and to authorised administrative staff in Scouting Ireland.

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Whom we might share your personal data with

In general, we do not share your personal data with anyone outside of Scouting Ireland. Circumstances may arise making it necessary to share your data with:

- Medical personnel (including counsellors)
- Emergency services
- Law enforcement agencies
- Legal Advisers
- Our insurers

We will only share your data in these circumstances when required to by law, or when it is in our legitimate interests, or when it is in your *vital interests* for us to do so.

How long we keep your data for

In general, we will retain your information only for the duration of the Grievance/Disputes/Disciplinary Process and a further six months thereafter. For historical/archival purposes, we retain the names of parties mentioned (and the period of their membership).

However, Scouting Ireland reserves the right to retain essential data beyond the usual six months in certain circumstances. This will depend entirely on the circumstances of each case.

This does not affect your rights under personal data legislation and will only be necessary in order for us to comply with associated legislation.

Security measures in place

The recordings will be held in electronic format on a memory device (e.g. USB stick) and this will be kept securely in a locked box or safe for the limits specified above. The area the data is held in is subject to Scouting Ireland's Access Control Policy and any electronic files will be password protected and only accessed by authorised persons.

Transfers abroad

We do not transfer any of your data to any country outside of the European Economic Area unless we have your explicit consent.

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Your rights

The GDPR grants you several rights in respect of your personal data and its processing. The applicable ones are:

- **To be informed** – the purpose of this information notice
- **Access** – you may obtain a copy of the personal data held about you through the Subject Data Access Request process
- **Rectification** – you may get errors in the data held about you corrected
- **Erasure** – subject to certain limitations, you have the right to have information about you erased
- **Restriction and objection**– subject to certain limitations, you may object to, or request restriction of, processing

You have the right to withdraw your consent to the processing of any of your information at any time. You also have the right to make a complaint about the processing of your data to the Data Protection Commission.

You can obtain further information about your rights (and all your personal data protection rights in general) here: www.gdprandyou.ie

Further information about how Scouting Ireland processes your information can be found here: www.scouts.ie/Data-Protection.

You can exercise any of these rights in connection with Scouting Ireland by contacting dataprotection@scouts.ie .

☐ I understand that recordings are being made of the Grievance/Disputes/Disciplinary Process

☐ I understand what they are being recorded and processed for

☐ I understand my rights as regards GDPR and Data Protection in this matter

☐ I consent to the recording of my personal data during the course of the Grievance/Disputes/Disciplinary Process

Signed:

Date:

Witness:

Date:

SIF-DPF14

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