

Privacy Information Notice Accident and Incident Reporting via JotForm

1. Purposes of Processing

Scouting Ireland processes Accident and Incident information for the following purposes:

- To record details of accidents or incidents that occur during Scouting related activities, events, camps etc
- To carry out follow-up checks after an incident
- To assess any ongoing risks, review trends and improve safety practices
- To support insurance claims and reporting requirements
- To comply with legal and safeguarding obligations

2. Personal data processed

Depending on the nature of the incident, we may collect:

- Name, Date of Birth, and contact details of the individual involved
- Parent/guardian contact details (where applicable)
- Date, time, and location of the incident
- Description of the incident
- Nature and full extent of injuries
- Names of witnesses involved
- Name of Person in charge and position held
- Name of person who incident was reported to
- Name of trained first aider

Photographs of the injured person may be uploaded to the form when applicable, but users strongly encouraged to only upload images which does not identify the individual.

3. Lawful Basis

We process personal data relating to accident and incident reports on the basis of our **legitimate interests**, namely, to ensure the safety and wellbeing of participants, to maintain appropriate records of incidents, and to meet our obligations to insurers and insurance brokers, including supporting the handling and defence of any claims.

Where we process **special category data** (such as information about injuries or health), we rely on the following additional conditions:

- **Establishment, exercise or defence of legal claims**, to ensure we can appropriately manage and respond to any current or future insurance or legal claims
- We process this under **Article 9(2)(g)** condition of the EU and UK GDPR because it is **necessary for reasons of substantial public interest**, namely to comply with legal obligations for the safeguarding and wellbeing of children and young people, the duty of care of our volunteers and those who attend Scouting related activities, events and camps. We ensure all such data is handled securely and only used for the purposes of welfare checks and incident management.

4. Third-party Processor

We use **JotForm**, a secure online form service, to collect and store accident and incident reports. JotForm acts as a **data processor** on our behalf and **does not use the data for their own purposes**.

Data submitted through JotForm is stored securely in the EU and access is restricted to **authorised staff** within Scouting Ireland.

5. Data Retention

Accident and Incident Report Forms are retained for the following:

- **Youth members or another young person:** the A& I form is retained for until they reach their 20th birthday plus 3 months. Those under 18 can make a claim up until they are 20 years of age, we add in the additional 3 months to allow time for a claim to be submitted.
- **Adult volunteers or another adult:** retained for 7 years from the date of the accident.

This allows time for legal claims, insurance investigations etc.

Noting for both of the above if a case is opened and continues past the retention period, the data may be retained until the case is closed.

6. Data Sharing

The accident and incident report form will be shared with the Insurance broker as well as the relevant Provincial Support officer (PSO) for a follow up check with the injured party.

The form where relevant will also be shared with the National Scouts Centre Manager in relation to accidents / incidents occurring on the National Scouts Centre or network sites.

7. Your Rights

Under the General Data Protection Regulation individuals have a number of rights in relation to their personal data, including the rights to:

- Request access to their personal data
- Request correction of inaccurate data
- Request erasure of data
- Request restriction of processing
- Data Portability
- Object to processing

Some of these rights may be limited where data processing is necessary for legal claims such as insurance claims.

If you have concerns about your personal data collected via the Accident and Incident Report form please contact the Data Protection Officer (dataprotection@scouts.ie).

8. Contact Details

If you have any questions about this processing or your personal data is handled, please contact Scouting Irelands Data Protection Officer (dataprotection@scouts.ie) or 01 4956300.