

# GDPR

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The GDPR (General Data Protection Regulation) is an EU law that regulates the collection, processing, and storage of personal data, ensuring individuals' privacy rights and imposing strict penalties for non-compliance on organisations handling such data.



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Charity Number CHY3507

## Contact us

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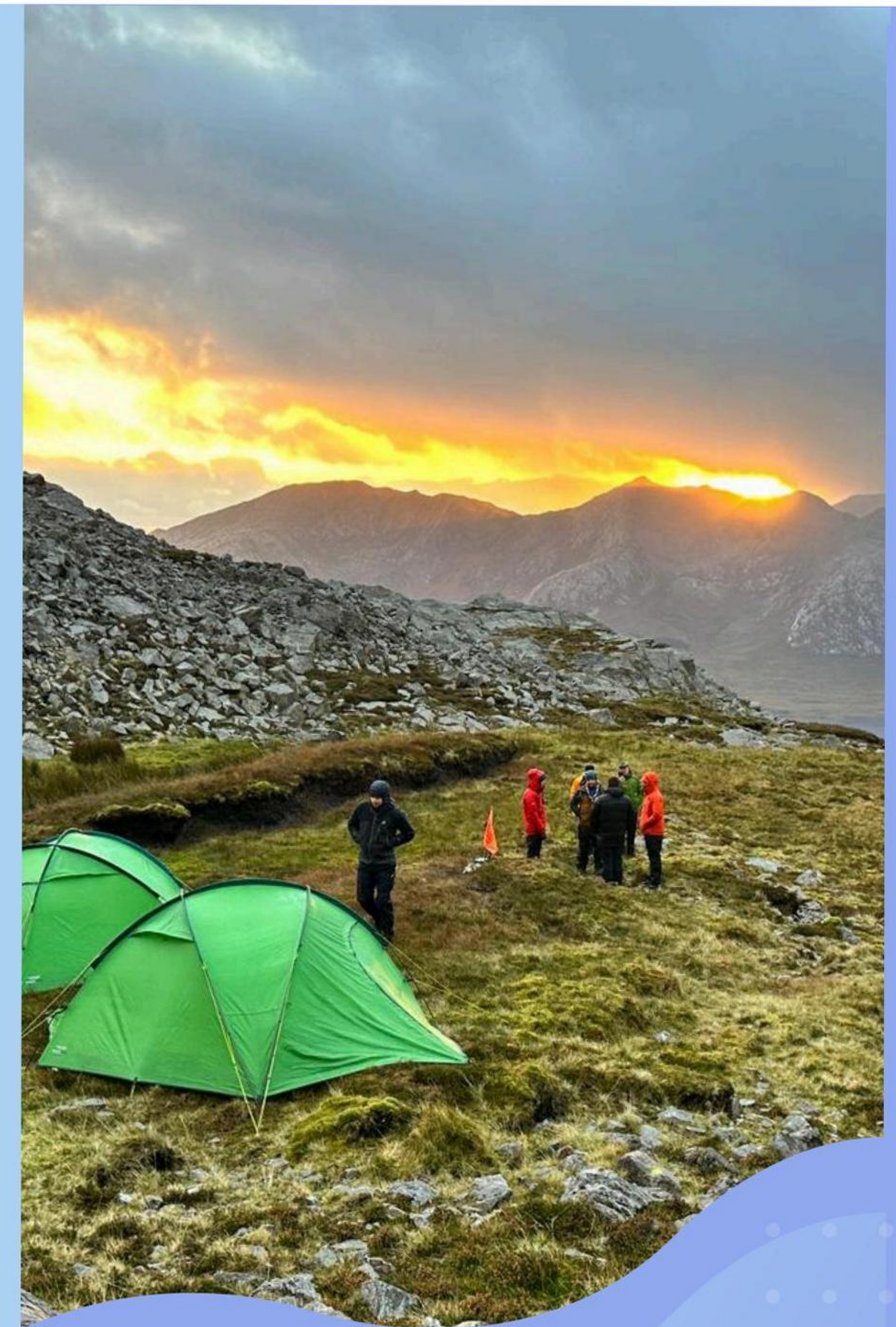
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## 10 Top Tips for GDPR Compliance

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# 10 Top Tips for GDPR Compliance

- 1 Minimise Personal data Collection:** Only collect the personal data that is necessary for a specific purpose. Avoid collecting personal data 'just in case' it might be useful later.
- 2 Secure Data:** Protect forms containing personal data. If electronic, use encryption, strong passwords, and regular security updates. If physical, store documents in locked filing cabinets or secure rooms to prevent unauthorised access.
- 3 Restrict Access:** Do you know who has access to the forms containing personal data? Implement strict access controls, ensuring only those who need access have it.

**4 Share personal data responsibly:** Only share personal data with individuals who need it to perform their duties. Avoid sharing documents with personal data via unsecured channels like WhatsApp. Use secure methods such as encrypted email.

**5 Contact others responsibly:** Use the Blind Carbon Copy (BCC) function when sending emails to multiple recipients. This hides the email addresses of recipients, protecting their privacy and preventing unauthorised access to their contact information.

**6 Ensure Data Accuracy:** Regularly update and verify personal data to keep it accurate and current. Periodically check member records, including contact details, emergency contact details and medication records, to ensure they are up to date.

**7 Data Retention:** Keep personal data only as long as necessary. Regularly review and securely dispose of outdated documents, both physical and electronic.



**8 Handle Data Requests Promptly:** If you receive a request to delete, update or access to personal data, please act promptly, for Subject Access Requests please contact the Data Protection Officer ([dataprotection@scouts.ie](mailto:dataprotection@scouts.ie))

**9 Report a Data Breach:** If you lose, destroy, or receive personal data by mistake, report it to Scouting Ireland's Data Protection Officer ([dataprotection@scouts.ie](mailto:dataprotection@scouts.ie)) immediately. Prompt reporting helps to mitigate potential harm

**10 Prioritise Youth Safety:** The safety and wellbeing of young people take precedence over data protection concerns. Always consider their safety first and ensure that data protection measures support their wellbeing.

Any GDPR / Data Privacy Questions please do not hesitate to contact Scouting Ireland's Data Protection Officer  
[dataprotection@scouts.ie](mailto:dataprotection@scouts.ie)