

Privacy Information Notice Register of Members via JotForm

1. Purposes of Processing

Scouting Ireland processes Register of Member information for the following purposes:

- To create and update the register of members of the company. This is a legal requirement (Companies Act 2014).
- To send information to relevant people regarding the AGM/EGM of the company.

2. Personal data processed

We will collect the following personal data:

- Member (Scout Group) Contact Details,
- Nominee Contact Name, email, phone number and postal address

3. Lawful Basis

We process personal data relating to members for the purpose of maintaining the company's register of members and to communicate with members regarding statutory company matters, including notices of general meetings. This processing is necessary for compliance with a legal obligation to which the company is subject under company law (Companies Act 2014), in accordance with **Article 6(1)(c) legal obligation of the General Data Protection Regulation (GDPR)**

4. Third-Party Processor

We use JotForm, a secure online form service, to collect the register of member forms, once submitted the form will be securely stored in MS 365 SharePoint and deleted from JotForm after 30 days. JotForm acts as a data processor on our behalf and does not use the data for their own purposes.

Data submitted through JotForm and stored in MS 365 SharePoint is stored securely in the EU and access is restricted to authorised staff within Scouting Ireland.

5. Data Retention

Register of Members Forms are retained for as long as the Scout Group remains active. When a form is updated, the previous version is securely deleted. If a Scout Group closes, the most recent version of the Register of Members form will be retained for 1 year following closure out and will then be securely deleted.

6. Data Sharing

The register of members form will be shared with the Company Secretary and the Volunteer and Group Support Department Manager.

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 as data processing is a legal obligation.

If you have concerns about your personal data collected via the Register of Member form, please contact the Data Protection Officer (dataprotection@scouts.ie).

8. Contact Details

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

9. Supervisory Agencies

If you believe that your data protection rights have been infringed, you have the right to lodge a complaint with a supervisory authority.

The supervisory agency is the Data Protection Commission (DPC). You can contact the DPC via the following:

Online: www.dataprotection.ie

Phone: 01 765 0100 or 1800 437 737

Postal Address: Data Protection Commission, Pembroke Row, Dublin 2, D02 X963, Ireland