



Irish Girl Guides Privacy Statement

Effective from: May 2019

Designated person responsible: Safeguarding Officer

Overall responsibility: IGG's Executive committee

Last reviewed in: October 2020

To be reviewed in: October 2022

Irish Girl Guides Privacy Statement

Data Protection is the means by which the privacy rights of individuals are safeguarded in relation to the processing of their personal data. Under Data Protection legislation, everyone has rights with regard to how their personal information is handled.

In order to fulfil its mission, Irish Girl Guides (IGG) may collect, store and process personal information about adult members, youth members, parents and / or guardians, volunteers, staff, visitors, job applicants, service providers and suppliers. Irish Girl Guides' policies and related statements provide a structure in which Guiding can take place safely, consistently and in accordance with legislation.

IGG, as the Data Controller with responsibility for the management of personal data by its members, recognises the need to treat this data in an appropriate and lawful way and is committed to doing so.

This Privacy Statement explains how we manage your Personal Data, how and why we use it, and how you may contact us if you have a query about Personal Data that we hold.

Please note there is a separate privacy statement with regards use of our website which can be found at www.irishgirlguides.ie

Who we are?

The Irish Girl Guides (IGG) registered offices at 27 Pembroke Park, Dublin 4 and registered charity Number: 2006327.

IGG is a youth-driven, dynamic organisation offering a varied and exciting programme for girls and young women aged 5-30, and opportunities for women of all ages. It is a self-governing, uniformed youth organisation led by volunteers and supported by national and regional staff.

What is personal data?

When we talk about personal data, we are talking about information relating to natural persons who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

Personal data covers items such as your name, address, email address, telephone numbers, and date of birth.

Personal data may also include special categories of personal data. These are considered to be more sensitive. Personal data includes special categories of data which merit additional protection, such as data revealing your racial or ethnic origin, religious or philosophical beliefs or data concerning your health or sexual orientation.

In addition, personal data includes data relating to criminal convictions and offences.

How we obtain your personal data?

We obtain your personal data when you complete any of our registration forms i.e. *Personal Registration Form, Leader / Senior Branch Application Forms, Unit Helper / Trefoil Guild Agreement Form, ID Validation and Vetting Forms*. We also gather your personal data through: *Consent Forms* for events, *Health Declaration Forms, Contact Tracing Logs* and at census time. In addition, personal data is also obtained through the recruitment process and through interactions with you, for example in person, via email or postal correspondence.

We may also obtain personal data through your use of our services, including through the completion of online forms, transactions you make and the technology you use, such as our website, apps or online services including OGM.

In addition, we receive personal data from third parties such as vetting disclosures from the National Vetting Bureau.

How will we use your information?

We only use your information for the purposes for which it was provided and in line with the lawful basis for processing listed below:

- Consent of the data subject is given;
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract;
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary to protect the vital interests of a data subject or another person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Security

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records held remain secure in line with our obligations under the General Data Protection Regulations and the Data Protection Act, 2018. We take our security responsibilities seriously, employing physical and technical measures, including staff / volunteer training and awareness. We review our security procedures regularly.

Retention

IGG keep certain categories of personal data for different periods of time – in some cases, in order to provide administrative services, to meet its legal and / or regulatory obligations or maintain a historical archive of the organisation.

IGG have Data Retention and Destruction Policies in place in line with these obligations which must be followed by all IGG staff / volunteers. It should be noted that retention obligations apply equally to electronic and paper-based records.

Your rights

You have the following statutory rights that can be exercised at any time:

- Right to complain to supervisory authority.
- Right of access.
- Right to rectification.
- Right to be forgotten.
- Right to restrict processing.
- Right to data portability.
- Right to object and automated decision making / profiling.

Access to your information

You have a right to be given a copy of your personal data held by IGG on request, subject to certain exceptions. There is no particular form that must be used for this request. However, we recommend that as much detail as possible is provided in correspondence with us so that we can deal with the query promptly and efficiently.

You may be asked to provide proof of identification and / or additional information in order to validate your identity when making such a request. Please note that we have the right to require that an individual identify themselves before we will respond to any access request.

If a request is made by email, the information requested will be provided in electronic form (where possible), unless requested otherwise. If you wish to receive the information in a particular format (e.g. paper copy or electronic where possible) this should be stated in your request.

Once we have received your request and are satisfied as to your identity, address and / or email address (as relevant) we will respond to you within one month. This period may be extended in exceptional circumstances and we will inform you within one month where the extended period applies to you, along with an explanation of the reasons for the extension.

If you are not satisfied with the outcome of your access request you have the right to lodge a complaint to the Data Protection Commission at info@dataprotection.ie.

Contacting Us

If you have any questions about this statement or request information which we hold about you, please contact our Data Protection Officer at safeguarding@irishgirlguides.ie