

	Scouting Ireland Services CLG			
	Document No.	Issued	Last Amended	Next Review
	TOR-SUB06	8 th July 2017		July 2020
	Category: Sub-Committees			
Data Protection Sub-Committee – Terms of Reference				

Related Documents
SID 76.11 – Data Protection Policy

Revision Schedule		
Revision	Date	Description
#	08/07/2017	Document Issued

Purpose

The Data Protection Sub-Committee is established by the Board of Directors (BOD) of Scouting Ireland Services CLG to provide a review and recommendations regarding the data protection policies and procedures of Scouting Ireland Services CLG.

Membership, Term and Selection

The Committee shall have the status of a Sub-Committee pursuant to Article 196 of the Memorandum and Articles of Association of Scouting Ireland Services CLG and is intended to be re-appointed by the BOD on an annual basis.¹

The Committee shall consist of:

- Up to four (4) individuals appointed by the BOD.
- An appropriate member of the Scouting Ireland Communications Team.
- An appropriate member of Professional Staff assigned by the Chief Executive Officer.

The Committee will select a Chairman and Secretary on an annual basis from amongst its membership.

It is the responsibility of the Company Secretary to nominate the most appropriate individuals to be appointed the Data Protection Sub-Committee by the BOD.

Professional expertise may be engaged consistent with Scouting Ireland Services CLG contracts and finance policies.

Meetings

- 1.1. The Committee shall meet not less than four (4) times each year.
- 1.2. Committee Minutes will be confirmed, at the latest, at the following meeting of the Committee.
- 1.3. A written report from the Data Protection Sub-Committee will be made to each BOD meeting after each meeting of the Data Protection Sub-Committee.
- 1.4. Data Protection Sub-Committee Minutes will be available to the BOD as required.
- 1.5. The quorum for meetings shall be three (3) members.
- 1.6. The Committee may invite to its meetings any person, (including staff and volunteers), who may be of assistance to the Committee in the exercise of its responsibilities.

¹ The formation of the Data Protection Sub-Committee requires the approval of the BOD on an annual basis in accordance with the Memorandum and Articles of Association.

Accountability and Responsibility

The Data Protection Sub-Committee is accountable to the BOD through the Company Secretary.

To fulfil its responsibilities the Committee shall:

- **Terms of Reference (ToR)**
 - Review and, if appropriate, recommend that the BOD updates this ToR at least annually.
- **Compliance Audit**
 - Conduct a review of the organisations data management processes, policies and procedures.
 - Compile a report of current practices with recommendations for improvements where necessary.
- **Data Stewardship**
 - Develop policies and guidelines consistent with best practice compliance regarding all data protection principles, for consideration.
- **Data Access Requests**
 - Develop a process for complying with data access requests.
- **Training**
 - In conjunction with the Training Commissioner, develop a training module that can be rolled out on the organisations e-learning platform.
- **Other Matters**
 - The Data Protection Sub-Committee shall also perform any other activities consistent with this ToR that the Committee or the BOD deems appropriate.

Key Relationships

- The Company Secretary of Scouting Ireland Services CLG
- The National Secretary of Scouting Ireland
- The Training Commissioner
- The Manager (Operations)