

Mediators' Institute of Ireland

MII Policy on Retention of Data under GDPR

Who We Are

The Mediators' Institute of Ireland is a company limited by guarantee, registered under Part 18 of the Companies Act, 2014.

The main object for which the Company is established is to promote the use of mediation as a process of dispute resolution in all areas by ensuring the highest standards of education training and professional practice of mediation and by increasing public awareness of mediation.

The Information We Process

To allow us to provide our services and to run our business, we collect and process various categories of personal information from our members including basic information such as your name and contact details.

Individuals applying for membership of the Mediators' Institute of Ireland (MII) are asked to provide personal data so that their applications can be considered in line with the assessment criteria utilised by the MII.

The data requested by the Mediators' Institute of Ireland relates primarily to the individual applicants contact information and details of their qualifications and work experience.

The MII also processes complaints from clients against MII members. This documentation is retained in a secure and confidential manner.

How We Obtain Information

Information is sought directly from members themselves. All members are encouraged to renew their membership online utilising a secure financial payment system. In some cases applicants may provide bank or credit card details in order to pay the application fee or annual subscription. The MII does not retain any financial information or bank details submitted by members after payments have been processed.

Members' Online Profiles

All members also have the option of developing their own personal mediation Profile and uploading it to the MII website. Each individual member is personally responsible for the content and nature of their own personal Profile. Data contained in a member's Profile will be removed from the MII website on cessation of their membership.

Sharing of Information

The MII will only use a member's information where it is necessary for us to carry out our lawful business activities. The Institute does not share its members' details with other organisations.

Retention of Files and Data

The MII is committed to ensuring that all membership data and complaint details are retained securely consistent with the mandatory periods of retention outlined below:

Purpose	Category of Files	Period not less than	Statutory or Regulatory reference
Protection of MII member – period of limitation within which clients can bring proceedings	All Files – both in hard copy and in electronic storage format	6 Years	Statute of Limitations Act 1957
Compliance with Accounts regulations	All Accounts Files – both in hard copy and in electronic storage format	6 Years	Accounts Regulations, S.I. 421 of 2001

In line with the Statute of Limitations Act 1957, when a person ceases to be a member of the MII their file and data (both in hard copy and electronic format) will be retained by the Institute for a period of 6 years.

If after 6 years a former member has not sought to re-join, their hard-copy file will be shredded and electronic data deleted. Only their basic details (name, contact details, membership history etc.) will be retained by the MII and will be archived to an offline system. This system will have limited access and will only be assessed where needed. At no time will the offline system be accessible externally.

In addition the MII will retain for a period of 6 years details of all unsuccessful or incomplete applications for MII membership.

Your Rights

As a member of the Mediators' Institute of Ireland you have certain legal rights to control your information and the manner in which we process it. This includes:

- a) a right to get access to your personal information;
- b) a right to request us to correct inaccurate information, or update incomplete information;
- c) a right to receive the personal information you provided to us in a portable format;

If you have a concern over the manner in which your personal information may have been retained or used, you can contact the MII by email at info@themii.ie or by post to

The Mediators' Institute of Ireland
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