

DROMISKIN COMMUNITY TEXT ALERT GROUP CONSTITUTION



(Based on Muintir na Tíre template) – 31 Jan 2022

Aims and Objectives

Dromiskin Community Text Alert (DCTA) is a local voluntary organisation which:

1. is set up in the area of Dromiskin as a voluntary service and is broadly representative of the local community.
2. has the main objective of issuing public information notices with a view to preventing crimes or other related information the committee feel is relevant to circulate.
3. aims to support the work of An Garda Síochána in their work in the Dromiskin area and may from time to time issue messages at the request of An Garda Síochána which may assist them in their work
4. holds an Annual General Meeting and regular meetings as may be required.
5. elects a committee to administer the organisation subject to appropriate legislation on Data Protection and financial governance
6. takes every due care to ensure information circulated is accurate, not prejudicial and does not compromise the personal safety of any person.
7. expressly has **no role whatsoever** in investigating crime or policing of any sort and reminds all members that any information should always be passed onto the Gardaí for their appropriate follow up.
8. is not an emergency service. In all DCTA actions, members are reminded that in an emergency, emergency services should be contacted. DCTA accepts no liability for messages sent or indeed information not sent out/
9. ensures total confidentiality of all members of the group and confidentiality as regards sensitive matters it may be informed of.

General

Dromiskin comes within the Ardee Garda district which includes Castlebellingham as the local Garda station.

Messages will be issued between 7am and 10pm, and not outside these times

DCTA agrees to be a paid up affiliate member of Muintir na Tíre.

Social media is a powerful tool which must be used in an appropriate manner. DCTA will take due caution with regard to information on social media relevant to the aims of the group

DCTA may engage with Gardaí to validate information prior to an alert being issued or may take garda advice/requests for an alert not to be issued for stated reasons.

DCTA will abide by National Text Alert Guidelines and have insurance cover to facilitate text messaging as per TA1 form of Muintir na Tíre.

Annual General meeting

The quorum for the Annual General meeting is 15% of the paid membership attending or at least 15 paid member are present.

At the annual general meeting reports must be given by the Chair, Secretary and Treasurer.

The Committee will be elected at the AGM.

The committee shall include:

Chair

Vice Chair

Secretary

Treasurer 1

Treasurer 2

Data Controller

Ordinary members up to a maximum of three

The quorum of the committee meetings shall be four members.

Data Protection

Dromiskin Community Text alert will only have access to personal data in the form of a phone number of members who have paid their membership for the year. DCTA will not retain records such as names or addresses of members.

Should DCTA receive a message from a number, the phone number will be verified on the portal that the member has paid their subscription.

DCTA understands Muintir na Tíre as the operator of the BeAlert system to be the Data controllers of payments and information of those who have made payments. The only information passed from Muintir to DCTA are phone numbers visible only on a portal which is password protected. That password should only be circulated to those who require it and the password should be changed frequently.

As a public information service, DCTA will take every precaution to not identify individual persons or car registration plates in any text alerts.

Committee members agree to have full confidentiality in regard to information they may be aware of in the course of their official duties on the committee.

DCTA will take every precaution to ensure information received is verified as far as is practicable.

DCTA will not disclose the identity or phone number of the author of inbound message or information to any person including the Gardaí without the consent of that person.

Temporary provision

As part of a transfer to the BeAlert system by March 31, 2022, Dromiskin Community Text Alert will hold a certain amount of data until that point after which previous records of paid up members will be deleted as those records are no longer required.

Proposed and second at AGM on 31 January 2022

Signed

Chair