

# St Peter's AC

## Data Privacy Policy

### About us

St Peter's AC ('the club') is affiliated to the Athletic Association of Ireland (Athletics Ireland). Athletics Ireland is the governing body for the sport of athletics in Ireland, is affiliated to the European Athletic Association (EAA) and is the member federation for Ireland of the International Association of Athletics Federations (IAAF), the world governing body for the sport.

### Data privacy – Introduction

We are committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (GDPR) on and from 25 May 2018 (Data Protection Legislation). This policy explains how the information we collect about you is used and kept securely. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

### What data we will collect

On becoming a member, the club will need to collect certain information about you which will include your name, date of birth, gender, email address, address, telephone number, names of the Athletics Ireland affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold (all referred to as **Athletics Data**). We will also collect the full name and telephone number of the emergency contact(s) nominated by you, as well as details of injuries or medical conditions as provided by you. You may also choose to provide us with other information.

### Why we will collect it

We will collect and process your Athletics Data for the purposes of registering you as a member of Athletics Ireland and administering your involvement in the sport. We will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the sport. We will only use your Athletics Data for the purposes of registering and administering your involvement in the sport. You can opt out of either at any time by notifying us.

### Our legal basis for processing your data

We will process your Athletics Data on the basis of the following legitimate interests:

- To provide selected external providers with a facility to check and validate data to support administrative processes. For example:
  - Transfer of name and date of birth to check membership validation at point of entry to athletics and running events.
- The transfer of registered members from one club to another. You will maintain the same record but the club name associated with the record will change.
- There is an Athletics Ireland administration portal where the club Secretary and Data Protection Officer can access data to help to respond to queries, update data and perform necessary administration activity. (See Athletics Ireland Privacy Policy 2018).

➤ Providing relevant and necessary information via email, text and post to you about the following:

- Changes to rules and regulations.
- Updates to advice and guidance relating to specific roles held within this club.
- Transactional information relating to club affiliation and transfers athlete registration, representative teams, competition and events, coach and officiating licenses, road race licensing, courses, CPD events and qualifications.

If you become a registered athlete with our club, we will share your athletics data with Athletics Ireland so as to facilitate your membership and as part of the administration of your involvement in the sport. We will share only what is needed for those purposes and, where possible, will anonymise the data before sharing. If we would like to share your information for any other purpose, we will ask for your consent.

When we collect information from you, we will tell you if we would like to send you information about our products and services. We will give you the opportunity to opt in to any such communications and will tell you how you can opt-out at any time.

If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent. You can opt out at any time either by notifying us.

The club may also share your personal information with An Garda Síochána and other Statutory Agencies for the purposes of crime prevention, crime detection or the safety of our members. This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

### **Protecting your data**

The data that we collect from you may be transferred to a destination external to Athletics Ireland own secure network.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.

The Internet is not generally a secure medium for communication and therefore we cannot guarantee the security of any information you send to us over the Internet. We use up-to-date industry procedures to protect your personal information.

### **Sharing your data**

We may share your Athletics Data with other athletics clubs for the purposes of competition and event participation.

We may share your Athletics Data with athletics partners such as Athletics Ireland, Athletics Leinster, Athletics Louth and third-party data managers that we appoint as data processors as part of administering your involvement in sport. We will not transfer your data to any other third parties without obtaining your consent and, where possible, will anonymise your data before sharing.

We will not share any other personal data you provide to us that is not Athletics Data.

## Data retention

We will retain your Athletics Data for such time as you are an athlete registered with us and will then delete your information on a staged basis as follows:

Type of Data	When Deleted
Name, date of birth, gender, email address, address, telephone number, names of the Athletics Ireland affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold	Three years after an individual has last renewed their membership with the club.
Data on any injuries, medical conditions etc. as provided by you to the club	One year or on the receipt of a new club annual membership form
Membership forms	Three years in line with association membership bye laws.
Vetting data, ID forms and application forms	Four years after the receipt of a vetting application on its expiry
Competition results	Indefinite as a record of competition results
Summer Camp or other training camp applications	One year or on the receipt of a new application
Text or messaging systems	One year (rolling twelve months)
Team sheets and training attendance lists	Indefinite as a record of training and competition participation

## Finding out what data this club holds about you

Under the Data Protection Legislation, you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the club Data Protection Officer. You will also need to provide, if appropriate, particulars about the source or location of the information you are requesting. The club has 30 days to respond to your subject access request.

## Complaints

If you have any concerns or complaints in relation to how the club collects and/or processes your personal data, you should contact the Club Data Protection Officer in the first instance.

If you are dissatisfied with how your concern/complaint is dealt with by the club you have the right to report your concern/complaint to the Club Data Protection Commissioner ([www.dataprotection.ie](http://www.dataprotection.ie)).

## Changes to our Data Privacy Policy

We regularly review our Data Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in December 2018.