



## FEDERATION OF IRISH SPORT

### PRIVACY NOTICE FOR OUR MEMBERS

The Federation of Irish Sport is committed to respecting the privacy of our members. This notice is to explain how we may use personal information we collect before, during and after your membership with us, and what rights you have with us.

This complies with new laws coming into effect in May 2018.

We have appointed Mary O'Connor as our Data Protection Compliance Manager who has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice. We have not appointed an official Data Protection Officer to oversee our compliance with data protection laws as we do not required to do so.

<b>Names of data controller</b>	<b>FEDERATION OF IRISH SPORT</b>
<b>Categories of personal data we collect</b>	<p>1. <b>PERSONAL INFORMATION WE MAY COLLECT FROM YOU</b></p> <p>You may provide us with or we may obtain <b>personal information</b> about you, such as information regarding your:</p> <ul style="list-style-type: none"><li>• personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;</li><li>• personal details that enable us to verify your identity for Garda Vetting purposes including for example date of birth, gender, passport copies and driver's license;</li><li>• records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;</li><li>• any feedback you provide in a survey;</li><li>• records of your attendance at any events, competitions or workshops delivered by us or our sports partners;</li><li>• competition records of rankings and gradings at particular sporting events for research purposes;</li><li>• images in video and/or photographic form and voice recordings;</li><li>• any payment or bank details you provide so that we can receive payments from you or you can receive funding from us and details of the financial transactions with you;</li></ul>

<b>Our sources of the personal data</b>	<p>We obtain personal data when you:</p> <ul style="list-style-type: none"> <li>• register your NGB as a member with us and fill out our membership form;</li> <li>• contact us by phone, email or in any other means;</li> <li>• make a query on our website;</li> <li>• register to attend an event / workshop run by us</li> <li>• respond to our surveys or feedback forms</li> </ul>
<b>Automated decisions we may take</b>	None
<b>Purposes, and legal basis for which we process personal data</b>	<ul style="list-style-type: none"> <li>• See Schedule 1 below</li> </ul>
<b>Who we will disclose your personal data to</b>	<p>We may disclose your personal data to the following:</p> <ul style="list-style-type: none"> <li>• Staff and Volunteers who work at venues to support the delivery of FIS events</li> <li>• Business partners for the purpose of providing services as required and/or requested by NGB's;</li> <li>• Garda Vetting Unit (for specific vetting purposes)</li> </ul>
<b>Your right to withdraw consent</b>	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>
<b>Location of your personal data</b>	<p>We will keep your personal data within the European Economic Area.</p>
<b>How long we will keep your personal data for</b>	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with us a member.</p> <p>We will retain personal data for 1 year after your NGB ceases to be a member of the Federation of Irish Sport, or where we become aware that you are no longer active in the NGB.</p> <p>In the case of Garda Vetting Information, we will retain the information for the current year plus 6 years after the renewal period has expired.</p>
<b>Your rights in respect of your personal data</b>	<p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.</p>
<b>Our contact details</b>	<p><b>mail.</b> <a href="mailto:info@irishsport.ie">info@irishsport.ie</a>  <b>phone.</b> (01) 6251155  <b>website.</b> <a href="http://www.irishsport.ie/">http://www.irishsport.ie/</a></p>
<b>Complaints</b>	<p>If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the Data Protection Compliance Manager. You can also contact the Information Commissioner's Office.</p>

## SCHEDULE 1 - PURPOSE AND LAWFUL BASIS FOR PROCESSING YOUR PERSONAL DATA

Purpose for processing your personal data	Personal information used	Lawful basis
<ul style="list-style-type: none"> <li>To administer your membership with us, including your registration and any ongoing enquiries;</li> </ul>	<p>All contact details, records of your interactions with us, and marketing preferences.</p>	<p>This is necessary to enable us to properly manage and administer your account with us.</p>
<ul style="list-style-type: none"> <li>To send you information we think you might find useful or which you have requested from us, including our newsletter and information about our events and the promotion of sport in Ireland, and services of value to you provided by our partners.</li> </ul>	<p>Contact details and marketing preferences.</p>	<p>As a representative organisation for the National Governing Bodies of Sport (NGBs) and Local Sports Partnerships (LSPs) in Ireland, we have a legitimate interest to provide you with information regarding sport in Ireland, the promotion of sport, and best practice in running your organisation.</p>
<ul style="list-style-type: none"> <li>To administer bookings and your attendance at events and workshops; to carry out surveys and to analyse that data to better understand the needs of our members and any trends.</li> </ul>	<p>Records of attendance at any events run by us (and/or in conjunction with our partners).</p> <p>Results of any surveys carried out (details will be anonymised to the extent possible)</p>	<p>We have a legitimate interest in doing so to ensure that our events continue to improve and are targeted and relevant, and to understand the requirements of our members.</p>
<ul style="list-style-type: none"> <li>Retention of records</li> </ul>	<p>All the personal information we collect.</p>	<p>We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage any account you have with us and in some cases we may have legal or regulatory obligations to retain records.</p> <p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>

<ul style="list-style-type: none"> <li>• <b>To deal with your queries</b></li> </ul>	<p>Contact details and records of your interactions with us.</p>	<p>We have a legitimate interest to provide this service we provide.</p>
<ul style="list-style-type: none"> <li>• <b>For the purposes of promoting sport in the region, our campaigns and events and the work we do as a Regional Body.</b></li> </ul>	<p>Images in video and/or photographic form.</p>	<p>For legitimate interests of promoting Sport in Ireland and/ or where you have given us your explicit consent to do so.</p>
<ul style="list-style-type: none"> <li>• <b>To make payments to you where we have agreed to fund a project</b></li> </ul>	<p>Transaction and payment data</p>	<p>This is necessary to make payments to you.</p>
<ul style="list-style-type: none"> <li>• <b>To comply with legal obligations, for example, regarding people working with children or vulnerable adults.</b></li> </ul>	<p>Information about your criminal convictions and offences</p>	<p>For criminal records history we process it on the basis of legal obligations or based on your explicit consent.</p>