



The voice of Irish sport

Federation of Irish Sport and Just Sport Ireland

Privacy Policy for Contractors

Introduction:

This non- contractual notice explains what personal data (personal information) we hold about you, how we collect it, and how we use and may share personal information during your engagement (or the engagement with the company supplying you) and after it ends. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the personal information:

The Federation of Irish Sport ("Irish Sports Matters Ltd") is a data controller and gathers and uses certain personal information about you. This personal information is also used by our affiliated entities, namely Just Sport Ireland and so, in this notice, references to 'we' or 'us' mean the company and our affiliated companies.

Data protection principles:

The data protection principles which we will apply when gathering and using personal information are set out in our Data Protection Policy which is available on our website at www.irishsport.ie

About the personal information we collect:

A table summarising the personal information we collect and hold, how and why we do so, how we use it and with whom it may be shared, is available at the end of this document.

We may also need to share some of the categories of personal information set out in this document with other parties, such as external contractors and our professional advisors, including legal and finance advisors, our accountants and payroll administrators. Any recipients of such information will be bound by confidentiality obligations. We may also be required to share some personal information with our clients, members, regulators or as required to comply with the law.



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We strive to ensure that our personal information collection and processing is always proportionate. We will notify you of any changes to personal information we collect or to the purposes for which we collect and process it.

Keeping your personal information secure:

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing personal information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and the Office of the Data Protection Commissioner (ODPC) where we are legally required to do so.

Where personal information may be held:

Personal information may be held at our office and those of our affiliated companies, and third party agencies, service providers, representatives, agents and on portable devices as described above and in cloud based IT services. We will not transfer personal data to a country outside the EEA (European Economic Area) unless that country or territory ensures an adequate level of protection for the rights of data subjects in relation to the processing of personal data. If the country of transfer is not recognised by the ODPC (Office of the Data Protection Commissioner) as having appropriate protection, then we will ensure other measures are adopted.

How long we keep your personal data:

We keep personal information during and after your engagement for no longer than is necessary, please refer to our retention policy for further detail.

Who should I contact if I have any queries:

You should contact the Federation of Irish Sport CEO (Mary O'Connor) who can be reached by email at mary.oconnor@irishsport.ie (our data protection contact).

Data subject access requests:



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The GDPR gives any individual ("Data Subject") the right to obtain from the Federation of Irish Sport/ Just Sport Ireland as a Data Controller:

- confirmation that their data is being processed.
- access to their personal data.
- other supplementary information.

The 'supplementary information' referred to includes information about the source/recipients of the data, details of any international transfers, envisaged retention periods and the right to complain to the relevant supervisory authority.

The requested information must be provided by the Federation of Irish Sport without delay and, at the latest, within one month (30 days) of receipt of the request. This can be extended by a further two months where the request is very complex or where there are numerous requests received. If this is the case the Data Subject must be contacted within one month (30 days) of the receipt of the request and given an explanation of why the extension is necessary. Where the extension of time is being sought, this should be approved by the Federation of Irish Sport CEO (Mary O'Connor) as soon as possible and in advance of the end of the initial thirty day period.

Any refusal by us to comply with a DSAR (Data Subject Access Request) must be set out in writing to the Data Subject together with details of how the Data Subject can make a complaint to the Irish Data Protection Commission.

For further information surrounding Data Subject Access Requests, please ask to see our Data Subject Access Request Procedure policy.

[Queries:](#)



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If you have any queries in respect of this policy or require further assistance, please contact the Federation of Irish Sport CEO (Mary O'Connor).

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<ul style="list-style-type: none"> Your name, contact details (i.e address, contact numbers, email address etc) 	<ul style="list-style-type: none"> From you 	<ul style="list-style-type: none"> To enter into/perform a contract for services with you. To make contact regarding your engagement with the company. To be able to conduct appropriate background checks Legitimate interest: to maintain good practice contractor records 	<ul style="list-style-type: none"> To perform the contract between us and the company. For administration. Information shared with relevant Personnel.
<ul style="list-style-type: none"> Details of your rates and tax information Details of bank/building society of your company 	<ul style="list-style-type: none"> From you 	<ul style="list-style-type: none"> To perform the contract for services Legitimate interests: to maintain records and to comply with legal, regulatory and corporate governance obligations and good practice 	<ul style="list-style-type: none"> To ensure the company receives the correct pay rate. Information shared with those handling financial transactions with you, our banking provider and with revenue Information shared with relevant personnel
The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<ul style="list-style-type: none"> Details of your qualifications 	<ul style="list-style-type: none"> From you 	<ul style="list-style-type: none"> To enter into/perform a 	<ul style="list-style-type: none"> To ensure you are qualified for

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<p>and any professional status</p>		<p>contract for products/ services.</p> <ul style="list-style-type: none"> To ensure you are properly qualified and/ or entitled to carry out the role for which you are engaged 	<p>the role that you perform</p> <ul style="list-style-type: none"> May be shared with clients/ members to satisfy them that you are qualified to work for their project and with regulatory bodies May be shared with relevant organisation associated personnel
<ul style="list-style-type: none"> Details of your commercial interests 	<ul style="list-style-type: none"> From you 	<ul style="list-style-type: none"> To enter into/ perform a contract for services. Legitimate interest: to maintain records and good practice. To ensure there is no conflict of interest. 	<ul style="list-style-type: none"> To ensure the company receives the correct pay rate. Information shared with various organisational departments and revenue.
<ul style="list-style-type: none"> Your nationality and immigration status and information from related documents, such as passport or other identification and immigration information 	<ul style="list-style-type: none"> From you, and where necessary the Irish Naturalisation and Immigration Service 	<ul style="list-style-type: none"> To perform the contract for services To comply with our legal obligations Legitimate interests: to maintain contractor records and to comply with legal, regulatory, and corporate governance obligations and good work practices, to ensure safety. 	<ul style="list-style-type: none"> To carry out right to work checks. Information may be shared with various organisational personnel and the Irish Naturalisation and Immigration Service where necessary.

		<ul style="list-style-type: none"> To ensure timesheets are correct to ensure correct payment is made. 	
The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<ul style="list-style-type: none"> Information on time worked on time sheets for correct payment to company 	<ul style="list-style-type: none"> From you 	<ul style="list-style-type: none"> To perform the contract services regarding correct rate of pay To comply with our legal obligations Legitimate interests to maintain contractor records and to comply with legal, regulatory, and corporate governance obligations and good work practices, to ensure safety To ensure timesheets are correct so correct payment can be made to the company. 	<ul style="list-style-type: none"> To comply with our legal obligations
The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<ul style="list-style-type: none"> Information on concerns raised by or involving you 	<ul style="list-style-type: none"> From you, from other contractors and from employees 	<ul style="list-style-type: none"> To perform the contract for services To comply with our legal obligations Legitimate interests: to maintain contractor 	<ul style="list-style-type: none"> For administration Information shared with relevant personnel in the organisations

		records and to comply with legal, regulatory and corporate governance obligations and good practice	
<ul style="list-style-type: none"> Information on conduct issues involving you 	<ul style="list-style-type: none"> From you, from other contractors, employees of the company and third parties (members, clients etc) 	<ul style="list-style-type: none"> To comply with our legal obligations Legitimate interests: to maintain records and to comply with legal, regulatory and corporate governance obligations and good practice, to ensure safe working practices 	<ul style="list-style-type: none"> For administration and assessments, to follow up our policies, to monitor performance, and conduct. Information shared with relevant personnel in the organisations
<ul style="list-style-type: none"> Details of your time/ services you provide to our organisation(s) 	<ul style="list-style-type: none"> From you, from previously agreed hours and workload 	<ul style="list-style-type: none"> To perform the contract for services. Legitimate interest: to monitor and manage access to our systems and record your work for us. 	<ul style="list-style-type: none"> For financial and administrative purposes. Information shared with relevant personnel in the organisations
<ul style="list-style-type: none"> Information in applications you make for other work within our organisation 	<ul style="list-style-type: none"> From you 	<ul style="list-style-type: none"> To enter into/ perform the contract for services To comply with our legal obligations Legitimate interests: to maintain records and comply with legal, regulatory and corporate 	<ul style="list-style-type: none"> To process the application Information shared with relevant personnel in the organisations

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<ul style="list-style-type: none"> • Details of your use of business related social media, such as LinkedIn, Facebook and Twitter 	<ul style="list-style-type: none"> • From relevant websites and applications 	<ul style="list-style-type: none"> • To ensure confidentiality is maintained 	<ul style="list-style-type: none"> • To protect and carry out our legitimate interests • Information shared with relevant personnel in the organisations
<ul style="list-style-type: none"> • Details of insurances you hold (i.e liability insurances) 	<ul style="list-style-type: none"> • From you 	<ul style="list-style-type: none"> • To enter into/ perform the contract for services • To comply with our legal obligations • To ensure the correct cover for services provided and to meet client requirements • Legitimate interests: to maintain records and comply with legal, regulatory and corporate governance obligations and good practice. 	<ul style="list-style-type: none"> • To comply with legal/ regulatory obligations • Information shared with relevant personnel in the organisations
<ul style="list-style-type: none"> • Details of company, address and company number, VAT number 	<ul style="list-style-type: none"> • From you and relevant websites 	<ul style="list-style-type: none"> • To enter into/ perform the contract for services • To comply with our legal obligations • Legitimate interests: to maintain records and 	<ul style="list-style-type: none"> • To comply with legal/ regulatory obligations • Information shared with relevant personnel in the organisations



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		comply with legal regulatory and corporate governance obligations and good practice.	<ul style="list-style-type: none"> To make payment(s) to your company
The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<ul style="list-style-type: none"> Details in references about you that we give to others 	<ul style="list-style-type: none"> From your records, our other employees 	<ul style="list-style-type: none"> To comply with our legal obligations 	<ul style="list-style-type: none"> To provide you with the relevant reference To comply with legal/regulatory obligations Information shared with relevant personnel in the organisations

Policy has been approved:

This Policy will be reviewed and updated on an annual basis, or sooner if deemed necessary.

This policy has been approved and authorised by:

Name: Mary O'Connor

Position: CEO Federation of Irish Sport

Company Secretary Just Sport Ireland

Date: 25th May

Signature