

Bandon Athletic Club

Privacy Policy

Introduction

The website/social media page is maintained by WebAdmin on behalf of Bandon A.C
The Club Phone which contains names/phone numbers and emails is maintained by Club Registrar on behalf of Bandon A.C
The Club Fit4Life Phone which contains names/phone numbers and emails is maintained by Club Fit4Life Coordinator on behalf of Bandon A.C.
The Fit4Life facebook group is maintained by Club Fit4Life Coordinator on behalf of Bandon A.C

We are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1988 up to 24 May 2018 and 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.

The information we collect about you

We may collect the following information about you through our membership process and our website/social media:

➤ Your name, email address, date of birth, gender, telephone number, postal address and any other information you voluntarily provide to us via our online and paper forms for the purpose of registering you as a member of our club or/and entering you in an event that you have chosen to participate in.

The information provided to us

We may be provided with information about you from other clubs with which you were previously registered. That information may include: name, date of birth, gender, email address, address, telephone number, name of the Athletics Ireland affiliated clubs with which you were registered and any coaching qualifications or officiating licenses that you hold (Athletics Data).

How we use your information

We may use your personal information for a number of purposes, including:

- To process and manage your membership.
- To deal with your requests and enquiries.
- To contact you for reasons related to your enquiry.
- To notify you about athletic events including training and social activities.
- To enter you into AAI competitions

Our legal basis for processing your information

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.
- Providing relevant information via email, text, messaging or post to you about the following:

- o Changes to rules and regulation
- o Updates to advice and guidance relating to specific roles held within this club
- o 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 may share your Athletics Data with athletics partners such as Athletics Ireland, Munster Athletics, Cork County Athletics and third-party data managers that we appoint as data processors as part of administering your involvement in 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. We will not share your data with third parties for marketing purposes.

When we collect information from you, we will tell you if we would like to send you information about our club and activities. 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.

The club may share your personal information with An Gardaí Síochána and other Statutory Agencies for the purposes of crime prevention, crime detection or the safety of our members.

Protecting your information

We will not transfer your data outside of the European Economic Area.

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.

Paper registration forms are maintained by our club registrar in a secure locked location and retained for a maximum of 3 years after individual last renewed membership.

Club Phones are used to communicate information on club activities including but not limited to training, competition and social activities.

Club Phones are secured by password protection, phone is cleaned of messages on a rolling 12 months basis with contact lists updated after membership renewal with positive opt-in as requirement

Club email accounts are secured by password known only to the user of that account, all emails to/from club members are deleted on a rolling 12 months basis, unless required for pending/ongoing legal action or insurance claim.

Finding out what information 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 your club Registrar. You will also need to provide two forms of identification, for example, driving licence, utility bill or passport and, if appropriate, any particulars about the source or location of the information you are requesting. Your club has 30 days to respond to your subject access request.

Data retention

Any data that we collect from you will be deleted in accordance with timescales set out below:

Categories of personal data and data subjects	Elements of personal data within each data category	Source of the personal data	Purposes for which personal data is processed	Legal basis for each processing purpose	Special categories of personal data	Retention period
<i>Club Inquiry / Waiting</i>	<i>Names / Addresses, Contact Numbers, Date of births</i>	<i>Applicant provided details in order to make an inquiry to join or to be put on a waiting list</i>	<i>To form a file with key details of the applicant wishing to join the club in line with best practice</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>Until offer of place in club is made.</i>
<i>Membership Registration</i>	<i>Names / Addresses, Contact Numbers, Date of births</i>	<i>Applicant provided details in order to join as a club member</i>	<i>To form a file with key details of the applicant wishing to join the club in line with best practice</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>Three years after an individual has last renewed their membership</i>
<i>Summer Camp Registration</i>	<i>Names / Addresses, Contact Numbers, Date of births. Doctor's details</i>	<i>Applicant provided details in order to Participate in the camp</i>	<i>To form a file with key details of the applicant wishing to participate in the camp in line with best practice</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>1 year</i>
<i>Group Texting</i>	<i>Names contact numbers</i>	<i>Applicant provided details to join group and receive messages</i>	<i>To enhance effective communication to all sections of the club</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>Duration of club membership</i>
<i>Whats App Group</i>	<i>Names /contact numbers</i>	<i>Applicant provided details to join group and receive messages.</i>	<i>To enhance further effective communication to all sections of the club</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>Duration of club membership</i>
<i>Event Photography</i>	<i>Images of Individuals or groups</i>	<i>Club designated photographers</i>	<i>To publish achievements on website/social media</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>Indefinite</i>
<i>Independant Photographer</i>	<i>Photos from public events</i>	<i>When the club is part of a public event such as public parade.</i>	<i>The independant photographer well know to the club acting for the local newspaper</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>Indefinite</i>
<i>Face Book / Website</i>	<i>Club publishes details, photos and competition reports.</i>	<i>Mainly facial recognition</i>	<i>To publish competition achievements and public events</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>Indefinite</i>

<i>Accident Recording</i>	<i>Names / Addresses, Contact Numbers, Date of births</i>	<i>Club records the details of the incident (who what and when) in good practice to deal with an incident/ accident</i>	<i>To be used if the incident goes legal</i>	<i>Follow Up Legality necessity</i>	<i>None</i>	<i>1 year if no claim during that time, or 1 year from the settlement of an insurance claim</i>
<i>Club vetting</i>	<i>Names / Addresses, Contact Numbers, Date of births</i>	<i>Applicant provides details to allow the club conduct a vetting process in order to become an official or Coach.</i>	<i>To conduct a back ground check on all participation club officials</i>	<i>Legal Necessity</i>	<i>None</i>	<i>Four years after the receipt of a vetting application on its expiry</i>
<i>Club Training Attendance</i>	<i>Names Only</i>	<i>Athlete signs in with consent</i>	<i>To track attendance for various reasons such as for competition preparation</i>	<i>Consent / Legitimate Interest</i>	<i>None</i>	<i>Three Years</i>
<i>Medical information and receipts</i>	<i>Names / Address, medical information</i>	<i>As provided by member</i>	<i>To submitt insurance claim</i>	<i>Explicit Consent.</i>	<i>None</i>	<i>1 year from the settlement of an insurance claim</i>