

Athenry Athletics Club Data Protection Policy.

Introduction

Athenry Athletics Club is committed to a policy of protecting the rights and privacy of its members in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003. The club needs for administrative purposes (e.g. Registration of athletes with Athletics Association of Ireland, entry of athletes to national competitions) to process personal data about its members with whom it has dealings. To comply with the law, personal data must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The club retains the right to use contact information to enable it to make contact with the club either as individuals or as a group (ie the 'members@athenryac.com' email address and by sending group txt messages by mobile phone ONLY where that purpose is directly related to the operation of the club and its activities.

Individuals' Responsibilities

Any member of Athenry AC who is involved in the collection, storage or processing of personal data has responsibilities under the legislation.

Any member involved in the processing/storing of personal data should make sure

- To obtain and process personal data fairly.
- To keep such data only for explicit and lawful purposes.
- To disclose such data only in ways compatible with these purposes
- To keep such data safe and secure.
- To keep such data accurate, complete and up-to-date.
- To ensure that such data are adequate, relevant and not excessive.
- To retain such data for no longer than is necessary for the explicit purpose.
- To give, on request, a copy of the data to the individual to whom they relate; such a request is known as an ACCESS REQUEST.

Individual Rights

The individuals for whom the club stores personal data have the following rights

- to have their personal data obtained and processed fairly, kept securely and not illegitimately disclosed to others.
- to be informed of the identity of the Data Controller and of the purpose for which the information is held.
- to get a copy of their personal data.
- to have their personal data corrected or deleted if inaccurate.

It should be noted that under the Freedom of Information Act (1997 and 2003) records containing personal information may be released to a third party, where the public interest so requires.

Principles of the Acts

The club will administer its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Act as follows:

1. Obtain and process information fairly.

The club will obtain and process personal data fairly and in accordance with the fulfilment of its functions.

2. Keep data only for one or more specified, explicit and lawful purposes.

The club will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

3. Use and disclose data only in ways compatible with these purposes.

The club will only disclose personal data that is necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.

4. Keep data safe and secure.

The club will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, the data and against their accidental loss or destruction. The club is aware that high standards of security are essential for all personal data.

5. Keep data accurate, complete and up-to-date.

The club will have procedures that are adequate to ensure high levels of data accuracy. The club will examine the general requirement to keep personal data up-to-date. The club will put in place appropriate procedures to assist members in keeping data up-to-date.

6. Ensure that data are adequate, relevant and not excessive.

Personal data held by the club will be adequate, relevant and not excessive in relation to the purpose/s for which it is kept.

7. Retain data for no longer than is necessary for the purpose or purposes for which they are kept.

The club will have a policy on retention periods for personal data.

8. Give a copy of his/her personal data to that individual, on request

The club will have procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

Roles/Responsibilities

The Secretary of Athenry Athletics Club has overall responsibility for ensuring compliance with the Data Protection legislation. However, all members of the club who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation. The club will provide support, assistance, advice and training to all members collecting data covered by this policy to ensure it is in a position to comply with the legislation.

Procedures and Guidelines

This policy supports the provision of a structure to assist in the clubs compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Policy will be reviewed regularly in light of any legislative or other relevant indicators.

Definitions

The following definitions are taken from the Data Protection Acts 1998 and 2003 Full copies of the act are available at the [Data Protection Commissioner](#) web site. **Personal data** means data relating to a living individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into, the possession of the data controller;

Sensitive personal data means personal data as to -

- (a) The racial or ethnic origin, the political opinions or the religious or philosophical beliefs of the data subject.
- (b) whether the data subject is a member of a trade-union.
- (c) the physical or mental health or condition or sexual life of the data subject.
- (d) the commission or alleged commission of any offence by the data subject, or
- (e) any proceedings for an offence committed or alleged to have been committed by the data subject, the disposal of such proceedings or the sentence of any court in such proceedings.

Iain Shaw

Secretary, Athenry Athletics Club

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