

Athletic Club

Guidance Privacy Statement for use as a template.

About us

This 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.

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 at any time either by notifying us.

Guidance on how long this club we will keep your data

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 AC 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	GuiOne year (rolling twelve months)

Team sheets and training attendance lists	Four years after the receipt of a vetting application on its expiry
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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, (INSERT PROVINCE) Athletics, (INSERT COUNTY) County Athletics 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.

Privacy policy

All of the personal data we collect from you will be collected, stored and processed in accordance with the terms of this privacy policy which can be located here:

Complaints

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

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