

# Athletic Association of Ireland

## GDPR Privacy Policy

### Introduction

**The Athletic Association of Ireland CLG (AAI)** and its subsidiaries for the purposes of data protection legislation is the data controller. The company registration is 474499 and our address is Unit 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9.

**AAI** is the owner of [www.athleticsireland.ie](http://www.athleticsireland.ie) and we are committed to protecting your privacy and processing your personal data in accordance with the Data Protection Act (DPA) 1998 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 any 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.

Our privacy policy relates only to information that we obtain from you. If you visit a website operated by a third party through a link included on this Website, your information might be used differently by the operator of the linked website.

This privacy policy outlines how Athletics Ireland upholds the following data protection principles:

1. Obtain and process information fairly.
2. Keep it only for one or more specified, explicit, and lawful purposes.
3. Use and disclose it only in ways compatible with these purposes,
4. Keep it safe and secure.
5. Keep it accurate, complete, and up-to-date.
6. Ensure that it is adequate, relevant, and not excessive.
7. Retain it for no longer than is necessary for the purpose or purposes.
8. Give a copy of his/her personal data to than individual, on request.

### The information we collect about you

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

- Your name, gender, date of birth, email address, phone number, postal address, competition results and Athletics Ireland affiliated clubs that you are a member of and details of any coaching or officiating licenses you hold for the purpose of registering you as a member of your club or/and entering you in an event that you have chosen to participate in or volunteer for.
- Your IP address (which is a unique identifier that computers and devices used to identify and communicate with each other) which is automatically recognised by the web server.

## **The information provided to us**

We may be provided with information about you from clubs with which you are 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 are 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.
- To process and fulfil your voluntary role for AAI.
- To use your IP address to monitor traffic and gather browsing behaviours of visitors to our websites. We will not use your IP address to identify you in any way.
- To create meaningful, actionable analysis that will help us to understand how policy issues and AAI are being talked about and to react accordingly.

## **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. You will maintain the same record but the club name associated with the record will change.
- There is an Athletics Ireland administration portal where a selected number of staff can access data to help to respond to queries, update data and perform necessary administration activity.
- Providing relevant and necessary information via email, text, and post to you about the following:
  - Changes to rules and regulation
  - Updates to advice and guidance relating to specific roles held within AAI
  - 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 AAI, we will share your athletics data with third party data managers who support AAI in managing the 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.

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

If we wish to share your data with third parties for marketing purposes, we will tell you about this and only do so if we get your consent. You can opt out at any time by notifying us. Details below.

AAI may also 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. This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with Data Protection Legislation.

### **Images**

You acknowledge that our events may be televised, filmed and/or otherwise recorded and photographs and/or footage may be taken, all of which may capture your participation in any such event. By entering an event you grant us and those authorised by us the free and unfettered right to use such photographs, filming and recording for any purposes it deems reasonable including, but not limited to, publication, display, sale, and distribution by means of film, television, radio, print media, internet, publicity material or any other new media now or in the future.

Without prejudice to the above, you accept and acknowledge that our official photographer may take photographs of you during your participation in an event. In this connection, by ticking the opt-in box during registration, you accept, acknowledge, and agree that:

- we and our official photographer may identify you in an image with reference to your bib number.
- we and our official photographer may advertise photographs of you competing at the event on our website.

### **Cookies**

Information may be sent to your computer in the form of an Internet "cookie" to allow the AAI servers to monitor your requirements. The cookie is stored on your computer. The AAI server may request that your computer return a cookie to it. These return cookies do not contain any information supplied by you or any personally identifiable information about you. Such measures are necessary to allow the AAI to measure the usability of the systems, which will help to continually improve user experience of our websites. Your browser software should however enable you to block cookies if you wish to. For more information about cookies, please visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **Protecting your information**

The data that we collect from you may be transferred to a destination external to Athletics Ireland own secure network. 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. Your data will be securely stored on a company owned server based in Dublin and on a secure data centre and all data is protected with SSL encryption, multi-level password protection and advanced firewall security. Physical security is handled by our data centre provider. All data in the system is transmitted using SSL encryptions. The site is manned by security guards 24x7 and full CCTV and all available physical security and availability safeguards are in place.

For further details on data security, please contact us at [dataprotection@athleticsireland.ie](mailto:dataprotection@athleticsireland.ie).

### **Consent**

You can withdraw consent at any time by contacting us directly by phone, email or in person.

Phone: 018869933 Email: [dataprotection@athleticsireland.ie](mailto:dataprotection@athleticsireland.ie)

### **Finding out what information AAI 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 AAI's Data Protection Officer.

Email: [dataprotection@athleticsireland.ie](mailto:dataprotection@athleticsireland.ie)

Address: Data Protection Officer, Athletics Association of Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9.

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. AAI 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:

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 not played an active part in athletics
Data on any injuries, medical conditions etc as provided by you to AC	On the receipt of a new annual membership form or Six years as per insurance requirements
Membership forms	Three years after an individual has not played an active part in athletics
Vetting data and application forms	Four years after the receipt of a vetting application on its expiry the hard copy is destroyed but the electronic record of the vetting is retained by AAI for seven years as per Garda advice. Note the record is retained indefinitely in Garda records.
Competition results	Indefinite as a record of club sporting results (personal details other than name and event are deleted after three years)
Competition Officials - Name, date of birth, gender, email address, address, telephone number	One year
Summer Camp or other training camp applications	One year on the receipt of a new application or not
Text or messaging systems	One year (rolling twelve months)
Team sheets and training attendance lists	Four years after the receipt of a vetting application on its expiry
Recreational Running - Name, date of birth, gender, email address, address, telephone number	One year
High Performance Carded Athletes	One year
Photography or film used in the promotion of an event or the sport	Indefinitely with express permission from the participant collected at the registration stage for that event or included in the athlete agreement

## Changes to our Privacy Policy

[This policy was updated on 11<sup>th</sup> of February 2022 and is due for review again in Q4 2024.](#)

<b>Version</b>	<b>Release Date</b>	<b>Author</b>	<b>Changes</b>
1.0	15 <sup>th</sup> of May 2018	Kieron Stout	New Version
1.1	25 <sup>th</sup> of Nov 2021  12 Jan 2022  11 Feb 2022	Kieron Stout	Change retention of hardcopy membership forms from three years to one year.  Name change IAAF to WA  Vetting data hard file destruction  Photography or film reference, grammar, vetting data