

INSERT YOUR
CLUB LOGO
HERE



Data Protection Policy

Club Database Guidelines

The club complies with the requirements of the Data Protection Act 1998 with regard to the collection, storage, processing and disclosure of personal information and it is committed to upholding the Act's core Data Protection principles.

The club strives to ensure that it keeps a comprehensive data of all its members. The club should ensure that it stores information on the following groups within the club:

Data Protection and the GDPR

Significant changes to Data Protection legislation are in effect since the 25th May 2018. The General Data Protection Regulation (GDPR) and the Irish Data Protection Act 2018 have an impact on how the GAA, at all levels, engages with its members. It is important that every GAA Club, County, Province, and indeed every member, is aware of how these changes in the law will affect the ways in which Personal Data can be collected and used for GAA purposes.

What is Data Protection?

Data Protection legislation is intended to protect the right to privacy of individuals and seeks to ensure that Personal Data is used appropriately.

Personal Data is any information that can be used to identify a living person such as Name, Date of Birth, Address, Phone Number, Email address, Membership Number, IP Address, photographs etc.

There are other categories of information defined as Special Categories of Personal Data which require more stringent measures of protection and these include racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Children's data and data relating to criminal convictions or offences should also be afforded a higher level of protection.

7 Principles of Data Protection:

1. Lawfulness, Fairness, Transparency
2. Purpose Limitation (Use only for one or more specified purposes)
3. Data Minimisation (Collect only the amount of data required for the specified purpose(s))
4. Accuracy (Ensure data is kept up to date, accurate and complete)
5. Storage Limitation (Kept for no longer than necessary for the specified purpose(s))
6. Integrity and Confidentiality (Processed ensuring appropriate security of data)
7. Accountability (Essential not only to be compliant, but to be able to demonstrate compliance)

Playing / Non-Playing Members

The information that should be stored on all non-playing members is as follows:

- Names
- Address
- DOB
- Occupation
- Home Tel Number
- Work Tel Number
- Mobile Number
- Special Medical Conditions
- Parents'/Guardians' contact details (for underage)

Club Officials

Information is stored on all club officials, both Executive Committee and all sub-committee members. The information stored is followed:

- Name
- Address
- DOB
- Occupation
- Role within club
- Home Tel Number
- Work Tel Number
- Mobile Number
- Special Medical Conditions
- Administration Courses Attended

Club Coaches

The information that should be stored on club coaches/volunteers is as follows:

- Name
- Address
- DOB
- Occupation
- Home Tel Number
- Work Tel Number
- Mobile Number
- Special Medical Conditions
- Actively Coaching?
- Team Coached
- Coaching Qualifications and Dates Achieved.
- Ulster Council and CPD Qualifications
- Child Protection Qualifications
- First Aid Qualifications
- Other relevant qualifications (and dates)

PHOTOGRAPH CONSENT FORM

Insert Club Name we feel it is important to recognise the achievements and successes of our youth and of the club as a whole. One of the ways to do this is to publish photographs and details of achievements in our local press. As a club we would like to use pictures of our youth members in the local press and at times, on the club website.

We take the issue of child safety very seriously and this includes the images of the children in our care. Our duty to our young members is paramount and this form of publicity must be carefully monitored to ensure that it is consistent with our Child Protection Policy and the Data Protection Legislation.

For this reason, we have put the following guidelines into place:

- We ask parental consent for the club to take and use photographs of their children and for permission to use the press and media to promote the youth programme.
- Photographs and interviews will always take place in the presence of a coach.
- We will only use team photographs and action photographs on our website.
- Action and individual photographs will only be used, with individual parental consent, prior to the inclusion on the club website or in the local press.

I have read the conditions of use and consent to my child/children photograph being used. If there is any change to my decision, I will inform the club.

Name of child/children: _____

Name of parent/guardian: _____

Signature: _____ Date: _____

Queries regarding this form should be addressed to: **Insert Child Protection Officers Details**