



Ardee & District Athletic Club

Privacy Policy

Introduction

The website is maintained by Kong Digital Ltd on behalf of Ardee & District Athletic Club. For the purposes of data protection legislation, Ardee & District Athletic Club is the data controller.

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 website:

- Your name, email address, postal address and any other information you voluntarily provide to us via our website and online forms.
- Your IP address (which is a unique identifier that computers and devices use 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 will 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 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 deal with your requests and enquiries.
- To contact you for reasons related to your enquiry.
- To notify you about Athletics Events.
- 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.

Our legal bases for processing your information

We will process your Athletics Data on the basis of the following legitimate interests:

- The use of APIs to provide external software providers with a facility to check and validate data to support administrative processes. For example:
 - Transfer of name and date of birth via an API to check licence 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 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, post to you about the following:
 - Changes to rules and regulation
 - Updates to advice and guidance relating to specific roles held within athletics
 - 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 Ardee & District AC, we will share your Athletics Data with Athletics Ireland as part of the administration of your involvement in 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 either by notifying us,

Ardee & District AC may also share your personal information with An Gardaí Síochána and other law enforcement agencies for the purposes of crime prevention, crime detection or the safety of our athletes.

If we disclose your information, we ask the organisation to demonstrate that the data will assist in the prevention or detection of crime, or that Ardee & District AC is legally obliged to disclose it.

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

Protecting your information

The data that we collect from you may be transferred to a destination external to Ardee & District AC's 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.

Finding out what information Ardee & District AC 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 Ardee & District AC’s Data Protection Officer:

Alice Turley
 087 6535953
 Aliceturley1005@gmail.com

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.

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 (Athletics Data)	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 Ardee & District AC	Three years after an individual has not played an active part in athletics

What are cookies?

A cookie is a piece of text that a website transfers to your computer’s hard disk in order to remember who you are. Cookies can interact with your computer and our website faster and easier by remembering the registration details and preferences from previous visits. Typically, a cookie will contain the name of the website from which the cookie has come, the lifetime of the cookie and a value. The use of cookies does not give us access to the rest of your computer and only the site that created the cookie can read it.

Automatically collected access information

Essential technical information: Identification of the page or service you are requesting, type of browser and operating system you are using; and the date and time of access.

Nonessential technical information: The Internet address of the web site from which you linked directly to our web site, and the "cookie information" described below.

By continuing to use this site you consent to the relevant cookies being set on your device.

The cookies we use for these purposes do not track your Internet usage after leaving our website and we do not store your personal information. They will also not be used in connection with any

other information to identify you in any way. To prevent Google Analytics cookies being set, you may wish to install the Google Analytics Opt-Out Browser Add-On (<http://tools.google.com/dlpage/gaoptout>).

Can I opt out of cookies?

Ardee & District AC will not use cookies to collect personally identifiable information about you. You can restrict or block the cookies which are set by our website, and you can do so by accessing your Internet browser settings. The 'Help' function within your browser should tell you how.

For general information about cookies and how to disable them, please visit:
<http://www.aboutcookies.org> or <http://www.allaboutcookies.org>

For information on how to manage cookies on a mobile phone, games console or internet-enabled television, you should refer to the operations manual specific to each device.

Changes to our Privacy Policy

We regularly review our Privacy Policy and updates will appear on this page when necessary. This Privacy Policy was last updated in February 2018.