



PRIVACY NOTICE

The General Data Protection Regulation (GDPR) (EU) 2016/679

About us

Your privacy is important to St Colms Basketball Club and maintaining your trust is paramount to us. We are fully committed to keeping your personal information safe. This privacy policy is intended to provide you with information about the personal information we collect and how that information is used and shared.

St Colms Basketball Club is affiliated to the North Munster Area Board, the Cork County Basketball Board and to Basketball Ireland. Basketball Ireland is the governing body for the sport of basketball in Ireland.

Summary of how St Colms Basketball Club use your data

- St Colms Basketball Club uses your personal data to manage and administer your membership and your involvement with its teams and club, and to keep in contact with you for these purposes.
- Some data is shared with the North Munster Area Board, the Cork County Basketball Board and Basketball Ireland, who use your data to regulate, develop and manage the game.
- Amongst the data we collect from you may be medical (including injury) information. We will hold this where you (or your parent/guardian) have given consent, so that we can ensure we are aware of your condition and that you are supported appropriately.
- Where you work in a particular role within the club, you will be required to undergo a vetting disclosure from the National Vetting Bureau. The result of this check will be input into your personal record on Basketball Ireland's database system (where appropriate)
- Where we rely on your consent, such as any consent we seek for email marketing, you can withdraw this consent at any time.

Who has this Notice being written for?

This notice applies to all members of St Colms Basketball Club. Some of our members might be classified as a 'child' for the purposes of the application of the Data Protection Regulation in this State. For the avoidance of doubt a reference to "child" in the Regulation shall be taken to be a reference to a person under the age of 18 years and as such this notice is directed at them and their parents and guardians.

What does this privacy notice cover?

This privacy notice describes how St Colms Basketball Club (also referred to as "we") will make use of the data we handle in relation to our members and players. It also describes your data protection rights, including a right to object to some of the processing we carry out.



What information do we collect?

We collect and process personal data from you or your parent or guardian when you join and when we carry out annual renewals of your membership.

This includes:

- your name;
- your gender;
- your date of birth;
- your Basketball Ireland licence number;
- your home address, email address and phone number;
- full name and telephone number of emergency contacts nominated by you;
- your type of membership and involvement in particular teams, or any key role you may have been allocated, such as Chair, Child Welfare Officer, Membership Secretary etc.;
- details of any coaching or officiating licences you may hold;
- your payment and/or bank account details, where you provide these to pay for membership;
- your medical conditions or disability, where you provide this to us with your consent (or your parent's consent) to ensure we are aware of any support we may need to provide to you.
- You may also choose to provide us with other information.

Some information will be generated as part of your involvement with us, in particular data about your performance, involvement in particular matches in match reports and details of any disciplinary issues or incidents you may be involved in on and off the court.

What information do we receive from third parties?

Sometimes, we receive information about you from third parties. For example, if you are a child, we may be given information about you by your parent or guardian.

We may receive information relating to your existing registrations with other clubs or disciplinary history. Additionally, for certain role holders, or those working with children, we may receive National Vetting Bureau information on the status of any vetting disclosure check you have been required to take.

How do we use this information, and what is the legal basis for this use?

We process this personal data as required by us to conduct our business and pursue our legitimate interests. The legitimate interests are registering you as a member of St Colms Basketball Club and to administer the sport. In particular:

- we will use your information to manage and administer your membership and your involvement with St Colms teams and club, and to keep in contact with you for these purposes;
- we will promote and encourage participation in basketball by sending communications and booking information for upcoming competitions and events (e.g. "camps" etc.);



- we will collect and process your data for the purposes of registering you as a member of North Munster Area Board, Cork County Basketball Boards and Basketball Ireland, and administering your involvement in the sport;
- we will also use data to maintain records of our performances and history, including match reports, score lines and team sheets;
- our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- we will develop and maintain our members' qualifications, including sending email communications to members to inform them of upcoming courses, renewal requirements and verify that they have completed any mandatory training and child safeguarding;
- we will respond to, and communicate with, members regarding questions, comments, support needs or complaints, concerns or allegations in relation to basketball or club matters;

Where you give us consent:

- we may handle medical or disability information you or your parent provides to us, to ensure we support you appropriately;
- on other occasions where we ask you for consent, we will use the data for the purpose which we explain at that time.

For purposes which are required by law:

- we maintain records such as health and safety records and accounting records in order to meet specific legal requirements;
- we ensure, where you will work with children, that you have undergone an appropriate vetting disclosure from the National Vetting Bureau – this is also carried out with your consent;
- where you hold a role at St Colms requiring us to check your right to work, we may process information to meet our statutory duties;
- we may respond to requests by government or law enforcement authorities conducting an investigation.

Withdrawing consent or otherwise objecting to direct marketing

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your data for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to opt-out of direct marketing, at any time.



Who will we share this data with, where and when?

Except as disclosed in this Privacy Notice, we will not disclose personal data that we collect to any parties other than those with whom we partner or are affiliated with, without your consent. We will share your data with the North Munster Area Board, Cork Basketball Board and Basketball Ireland, who are “data controllers” of your personal information when they receive it, for the purposes of registering you as a member of North Munster Area Board, Cork County Basketball Board and Basketball Ireland and administering your involvement in the sport.

Some limited information may be shared with other stakeholders in basketball, such as other clubs, associations, league organisers, so that they can maintain appropriate records and assist us in organising matches and administering the game.

Our website and mobile applications use interfaces with social media sites such as Facebook. If you choose to like or share information from our sites through these services, you should review the privacy policy of that service.

Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws.

What rights do I have?

You have the right to ask us for a copy of your personal data; to correct, delete or restrict (stop any active) processing of your personal data; and to obtain the personal data you provide to us.

In addition, you can object to the processing of your personal data in some circumstances (in particular, where we don't have to process the data to meet a contractual or other legal requirement, or where we are using the data for direct marketing).

These rights may be limited, for example if fulfilling your request would reveal personal data about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping.

To exercise any of these rights, you can get in touch with us. If you have unresolved concerns, you have the right to complain to the Data Commissioner's Office.

Much of the information listed above must be provided on a mandatory basis so that we can make the appropriate legal checks and register you as required by the North Munster Area Board, Cork County Basketball Board or Basketball Ireland Rules and Regulations. We will inform you which information is mandatory when it is collected. Some information is optional, particularly information such as your medical information. If this is not provided, we may not be able to provide you with appropriate assistance, services or support.



How long will we retain your data?

We will retain your personal information no longer than is necessary to fulfil the purposes for which it was collected and to comply with our business and legal obligations.

We will delete your information on a staged basis as follows:

Type of Data	When Deleted
Name, date of birth, gender, email address, telephone number and details of any coaching or officiating licences you hold	Three years after an individual has last renewed their membership with the club
Date on any injuries, medical conditions etc. as provided by your	One year or on the receipt of a new club annual membership form
Membership forms	Three years
Vetting date, ID forms and application forms	Four years after the receipt of a vetting application on it expiry
Competition results, records of your involvement in a particular match on team sheets or in match reports	Indefinite
Camps	One year or on the receipt of a new application
Texting or messaging systems	Rolling 12 months
Team sheets and training attendance lists	One year

Where we process personal data for marketing purposes or with your consent, we process the data for one year unless you ask us to stop, when we will only process the data for a short period after this (to allow us to implement your requests). We also keep a record of the fact that you have asked us not to send you direct marketing so that we can respect your request in future.

We will retain information held to maintain statutory records in line with appropriate statutory requirements or guidance.

Queries or Complaints?

We hope that we can satisfy queries you may have about the way we process your data. If you require any further information about how we process your data, or would like to opt out of direct marketing you can get in touch with St Colms Basketball Club.

If you have any concerns or complaints in relation to how we collect or processes your personal data, you should contact St Colms Basketball Club in the first instance. If you are dissatisfied with how your concern/complaint is dealt with, you have the right to report your concern/complaint to the Data Protection Commissioner (www.dataprotection.ie).