



1. POLICY STATEMENT

- 1.1 Everyone has rights with regard to how their personal information is handled. During the course of our activities Templeogue Swim Club (“**we**”) will collect, store and process personal information and we recognise the need to treat this information in an appropriate and lawful manner.
- 1.2 The types of information that we may be required to handle include details of current, past and prospective employees, volunteers, management, members, suppliers and others that we communicate with.
- 1.3 The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Acts 1988 and 2003 (the “**Acts**”) and other regulations. The Acts imposes restrictions on how we may use the information.
- 1.4 Under the Acts, we are known as the ‘data controller’ of all personal data that is collected. . A data controller is the person who or organisation which determines the purposes for which, and the manner in which, any personal data is processed (“**data controller**”). As a data controller we have a responsibility to establish practices and policies in line with the Acts to safeguard the information.
- 1.5 We require each employee, volunteer, management, member, supplier or other worker (“**you**”) to fully comply with this policy.
- 1.6 The Data Protection Officer is our representative who is responsible for coordinating compliance with the Acts and with this policy. This post is held by the club secretary (secretarytsc@teamtsc.net). Any questions or concerns about the operation of this policy should be referred in the first instance to the club Data Protection Officer.
- 1.7 If the question cannot be answered internally, the Office of the Data Protection Commissioner based in Portarlington offers a free service to provide data protection advice to the public. This Office is the watchdog for data protection in Ireland. The telephone number for this office is: 1890 252 231 or 057 868 4800 and its website is www.dataprotection.ie.
- 1.8 If the question cannot be answered internally or through the Data Protection Commissioner’s Office, the query can be referred to the Swim Ireland Data Protection Officer.

2. STATUS OF THE POLICY

- 2.1 This policy has been approved by the Templeogue Swim Club committee. It sets out our policy on data protection.

Data Protection Policy

2.2 If you consider that the policy has not been followed in respect of personal data about yourself or others you should raise the matter with the Data Protection Officer of Templeogue Swim Club.

3. DEFINITION OF DATA PROTECTION TERMS

3.1 The following definitions are used in this Policy:

“Data” is information which is stored electronically, on a computer, or in structured paper-based filing systems.

“Data subjects” for the purpose of this policy include all living individuals about whom we hold personal data. A data subject need not be an Irish national or resident. All data subjects have legal rights in relation to their personal data.

“Personal data” means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (such as a name, address, date of birth, image, sound recording or phone number) or it can be an opinion (such as the report of a competition).

“Data users” include employees or volunteers whose work involves using personal data. Data users have a duty to protect the information they handle by following this data protection policy at all times.

“Data processors” include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition but it could include suppliers which handle personal data on our behalf. Where we work with outside bodies or organisations and only process personal data on their behalf and under their instruction we may be the data processor of that organisation’s personal data.

“EEA” means the European Union member states, Iceland and Liechtenstein, Norway.

“Processing” is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any action using the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

“Sensitive personal data” includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to

have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings.

4. DATA PROTECTION PRINCIPLES

4.1 Anyone processing personal data must comply with the eight principles of data protection. These provide that personal data must be:

- (a) obtained and processed fairly;
- (b) kept for a specified and lawful purpose or purposes;
- (c) processed and disclosed only in ways that are compatible with that purpose(s);
- (d) kept safely and securely;
- (e) kept accurate, complete and up to date;
- (f) adequate, relevant and not excessive for the purpose it was collected;
- (g) not kept longer than necessary for the purpose or purposes; and
- (h) given to an individual where he or she makes a data access request.

5. FAIR PROCESSING

5.1 The Acts are intended not to prevent the processing of personal data, but to ensure that it is done fairly and without negatively affecting the rights of a data subject. A data subject must be told:

- (a) who the data controller is (i.e. us);
- (b) the purpose for which the data is to be processed by us (e.g. to register a person as a member);
- (c) the identities of anyone to whom the data may be disclosed or transferred;
- (d) whether the replies to any requests for personal data that we make are compulsory (e.g. different fields on membership forms);
- (e) the existence of a right to make a data access request; and
- (f) any other information necessary to make the processing fair.

5.2 Swim Ireland has prepared a privacy policy on its website that provides the information required above to its members and any other individual it collects personal data from (see Appendix 2). Swim Ireland's application forms and medical consent forms ask individuals to read that policy before completing those forms. This satisfies the requirement under the Acts for Swim Ireland. We use the same method to ensure we comply with the Acts.

- 5.3 For personal data to be processed lawfully, certain conditions have to be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for our legitimate interest. Where an individual fills out a membership application form it is implied that they consent to us having this information to process their membership application. Additionally, it is implied that we have consent to pass data when legitimately required to a third party. Information provided to us will not be used for any other purpose without your prior consent.
- 5.4 When sensitive personal data is being processed (e.g. medical records of athletes), in most cases the data subject's explicit consent to the processing of such data will be required. The medical consent form used by Swim Ireland includes a data protection section and also declarations on data protection for the individual. A copy of this medical consent form is attached as Appendix 3 of this policy for your information. An individual has to declare he or she read and understood the Swim Ireland privacy policy and consents to Swim Ireland processing his or her sensitive personal data information. The medical consent form used by TeamTSC includes a data protection section and also declarations on data protection for the individual. A copy of this medical consent form is attached as Appendix 1 of this policy for your information. An individual has to declare he or she read and understood the Templeogue Swim Club Data Protection policy and consents to us processing his or her sensitive personal data information.
- 5.5 Where an outside organisation seeks to transfer personal data or sensitive personal data from its members, customers or suppliers to us, we will first ask that outside organisation to ensure that it is entitled to transfer that data to us and, where relevant, that it has obtained the consent from the relevant data subjects to the transfer to us. If an outside organisation proposes to transfer third party personal data to us and we are unsure whether we should accept such information, we will contact our Data Protection Officer for assistance.
- 5.6 If an outside organisation that we need to transfer personal data to is based outside the EEA, then special considerations may apply. This includes informing the data subject and asking for his or her consent to the transfer. Swim Ireland has included a section in its privacy policy that informs individuals that their data may be transferred outside the EEA for processing and that the individual consents to this transfer. We will follow a similar process. ..



6. KEPT AND PROCESSED FOR SPECIFIED AND LAWFUL PURPOSES

6.1 Personal data may only be kept and processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Acts. This means that personal data must not be collected for one purpose and then used for another (e.g. videos taken of members competing at a swimming competition for training purposes and then used in a marketing campaign). If it becomes necessary to change the purpose for which the data is processed, the data subject will be informed of the new purpose and written consent will be sought before any processing occurs.

7. DATA SECURITY

7.1 We will ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data

7.2 The Acts require us to put in place procedures and technologies to maintain the security of all personal data from the point of collection through to the effective and safe destruction of that personal data. Personal data may only be transferred to a third-party organisation if it agrees to comply with those procedures and policies, or puts in place its own adequate security measures.

7.3 Maintaining data security also means ensuring that the personal data is kept confidential. Only people who are authorised to access or use personal data will have access to it.

8. ACCURATE DATA

8.1 Personal data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps are therefore taken to check the accuracy of any personal data at the point of collection and at regular intervals afterwards (e.g. annual re-registration). Inaccurate or out-of-date data will be destroyed.

9. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING

9.1 Personal data will only be collected to the extent that it is required for the specific purpose notified to the data subject.

10. TIMELY PROCESSING

10.1 Personal data will not be kept longer than is necessary for the reason it was collected. This means that data will be destroyed or erased from our systems when it is no longer required. For example, when a person does not renew his or her membership with us then we will not keep prior information collected on him or her indefinitely and, after a certain period, we will delete it.

Type of Information	Maximum Retention Period	How to destroy/archive
Member data including contact details, emails and correspondences	5 years from member's departure from club/region	Archive in a secure location with limited access after 12 months Delete from, marketing lists within 12 months of cancellation of membership (unless member requests immediate removal) Shred physical files and delete from IT systems, address books, mobile phones after 5 years
Member images and video footage	This data should be deleted as soon as it is not required but see 'How to Destroy/Archive' column for more detail.	In line with the Swim Ireland privacy policy images or video footage of members may be taken at training, events or competitions. By joining Templeogue Swim Club you accept that footage featuring you may still exist after your membership has terminated. Upon receipt of a request we shall delete any footage of a member immediately.
Member Consent Forms	4 weeks after event	Shred physical files and delete from IT systems.
Credit or debit card details	1 day where no valid reason for holding this data.	Shred physical records and delete from IT systems immediately after processing.
Bank account details	1 day where no valid reason for holding this data.	Shred physical records and delete from IT systems immediately after processing.
Garda Vetting Information	DO NOT RETAIN	Transfer to National Children's Officer at Swim Ireland Head Office
Documents relevant to current or potential litigation, investigations, inquiries	DO NOT DESTROY	Transfer this information to Club Chair or Secretary Under Irish Law there is a positive obligation to preserve documents where litigation is anticipated or ongoing. These documents must be preserved and not destroyed

11. PROCESSING IN LINE WITH DATA SUBJECTS' RIGHTS

- 11.1 Data must be processed in line with data subjects' rights. Data subjects have a right to:
- (a) request access to any data held about them;
 - (b) prevent the processing of their data for marketing;
 - (c) ask to have inaccurate data amended; or
 - (d) prevent processing that is likely to cause damage or distress to themselves or anyone else.
- 11.2 For the purposes of paragraph 11.1(b), where a member or individual requests updates or otherwise receives marketing emails from us, then each communication to that individual should contain instructions on how to opt-out of receiving further communications. Where an individual does opt-out, there is 40-days to ensure that no further marketing communications are sent to that individual.

12. DEALING WITH DATA ACCESS REQUESTS

- 12.1 Individuals are entitled to be given a copy of their personal data on request. A request from a data subject for information that we hold about them must be made in writing (which includes email).
- 12.2 We will respond to a data access request with a copy of the data requested within the 40 day limit under law. There are strict rules governing how to manage a request that we will adhere to.

13. SENSITIVE PERSONAL DATA

- 13.1 We may hold sensitive personal data on employees, volunteers, members, suppliers or other persons (e.g. medical reports). Due to the highly delicate nature of this information, it is treated with the utmost care. Sensitive personal data can only be processed under strict conditions, and will usually require the express consent of the person whom the data relates to.
- 13.2 Access to sensitive personal data is restricted to those who specifically need to access it. Those who do not need to access sensitive personal data are prohibited from accessing it.

14. PROVIDING INFORMATION OVER THE TELEPHONE

- 14.1 When dealing with telephone enquiries care is taken not to disclose any personal information held by us.

Templeogue Swim Club

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15. MONITORING AND REVIEW OF THE POLICY

- 15.1 This policy will be reviewed periodically to ensure it is achieving its stated objectives. Swim Ireland also reviews its own Data Protection Policy and issues recommendations or updates that may be of assistance.
- 15.2 This policy was adopted on 1 September 2016.



Appendix 1

TeamTSC Medical Consent Form



Swimmer's Medical Form

All swimmers must submit this form before the trip to the Team Manager for that trip. If you are under 18 then a parent must sign the form. This form is required for your protection.

Swimmer Name: _____

Address: _____

Phone Number: _____ Date of Birth: _____

I am currently taking the following medications: _____

The dosage (for each medication): _____

How do you take the medication(s)? _____

When did you start taking the medication(s)? _____

How long will you be taking the medication(s) for: _____

Why are you taking the medication(s) (diagnosis): _____

Who prescribed the medication(s): _____

Signature of the Doctor who prescribed the medication(s): _____

Dated: _____

Parental Consent

I give permission for the above named swimmer to be given appropriate medical treatment in the event of illness or injury whilst in the care of Templeogue Swim Club Team Managers. I understand that any related issues must be raised with the club within 1 week of return from the event.

Signature of Parent: _____

Dated: _____

Swimmers are advised to maintain a copy of this form

DATA PROTECTION

Templeogue Swim Club is committed to ensuring the data protection rights of you and your child. The information that you submit on this form is collected and processed in accordance with the Data Protection Acts, 1988 & 2003 and our data protection policy available at www.teamtsc.net. Please ensure you read and understand this policy before submitting this form. Any sensitive personal data contained on this form will only be made available to those persons that strictly require access to it, namely Templeogue Swim Club Team Managers, Coaches, and Medical Practitioners. The confidentiality of the information will be respected at all times.

Swim Ireland

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APPENDIX 2

SWIM IRELAND

PRIVACY POLICY

LAST UPDATED: AUGUST 2013

Swim Ireland ("**We**") are committed to protecting and respecting your privacy. This policy (together with our terms and conditions) sets out the basis on which any personal data we collect from you or that you provide to us through our website, forms or otherwise will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Acts 1988 and 2003 (the **Acts**), the data controller is The Irish Amateur Swimming Association Limited trading as Swim Ireland, a company incorporated in Ireland with company number 112024 whose registered office is at Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.

INFORMATION WE MAY COLLECT

We may collect, retain and process the following data:

- Information that is provided by any person filling in forms on our website www.swimireland.ie (**our website**) or otherwise including (but not limited to) membership forms, medical forms, assessment forms, e-vetting competition or event entrance forms or education enrolment forms.
- If any person contacts us via phone, email, post or otherwise, we may keep a record of that correspondence.
- Where you are a member of Swim Ireland, we may keep a file on you as a member and also relevant details of your parent/guardian (where applicable). We may also collect information, assessments, images or videos from any competitions, events or training sessions run by Swim Ireland and other swimming organisations and entities in which you participate.
- Where you are a contractor, employee, volunteer or supplier, we will keep a file of our interactions with you and any contracts or agreements we have made.
- Details of visits to our website including, but not limited to, IP addresses, traffic data, location data, weblogs and other communication data. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

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USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- To maintain a record of your relationship with Swim Ireland and your participation in any event, competition, training, course or otherwise with or on behalf of Swim Ireland.
- For inclusion in international and/or national ranking lists (as required).
- To carry out our obligations arising from any contracts or agreements entered into between you and us.
- Images or video taken at events, competitions or training may be used for Swim Ireland training or marketing purposes, including social media posts.
- To provide you with information or services that you request from us or to provide you with information about other services we offer that are similar to those that you have already purchased or enquired about.
- To notify you about changes to our services.
- To ensure that content from our website is presented in the most effective manner for you and for your computer.
- We may also provide third parties with aggregate information about our users that does not identify them.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("**EEA**"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. However, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

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DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to:

- any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 155 of the Companies Acts, 1963;
- any Swim Ireland club or region;
- the Irish Sports Council;
- Northern Ireland Sports Council; or
- the Institute of Sport.

We may disclose your personal information to third parties:

- Where you give us permission to do so.
- Where you participate in an event or competition that is run by a third party, we may transfer limited personal data about you to facilitate your entry and participation in that event or competition.
- In the event that we sell or buy any part of our company or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets and your personal data may eventually be transferred to any new owner.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions of Use and other agreements; or to protect the rights, property, or safety of Swim Ireland, our members, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

SENSITIVE PERSONAL DATA

Please note that where you give us any sensitive personal data, including but not limited to medical data, we treat this with the utmost confidentiality. We will only disclose this information to members of Swim Ireland who need to know it in order to protect your health and welfare. We may also disclose it where we have a legal obligation to do so.

If you are travelling to a competition or event and we need to share your sensitive personal data with any third party in connection with this, to the extent this party is not listed in our medical consent form that you have already signed and agreed to, we will let you know in advance and ensure that you are happy with us disclosing this information about you.

Swim Ireland

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COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies. We use the following cookies on our website:

- **Analytical/performance cookies**

They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

You can find more information about the cookies we use and the purposes for which we use them in the table below:

Cookie	Name	Purpose	More information
Google Analytics	__utma __utmb __utmc __utmv __utmz	Google Analytics cookies are used to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The information collected is anonymous and includes the number of visitors to the website, what pages they visited and where they have come to the website from.	Further information on Google Analytics is available at http://www.google.com/analytics/learn/privacy.html

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

YOUR RIGHTS

You have the right to ask us not to process personal data for Swim Ireland marketing purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect user data. You can also exercise the right at any time by opting-out at the end of any marketing communication we send you.

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

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ACCESS TO INFORMATION

The Acts gives you the right to access information held about you. Your right of access can be exercised in accordance with the Acts. Any access request may be subject to a fee of €6.35 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to admin@swimireland.ie

Swim Ireland

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APPENDIX 3

SWIM IRELAND MEDICAL CONSENT FORM



MEDICAL INFORMATION & CONSENT FORM

To be completed by the parent(s) / guardian(s) of all swimmers under and over 18 years of age

Event Details:

Venue(s):

Description of Event:

Duration of Event:

Swim Ireland Contact:

PERSONAL INFORMATION

Athlete Name..... Home Telephone Number.....

Swim Ireland Registration Number..... Mobile Telephone Number.....

Address.....

Date of Birth..... Mother's Name..... Father's Name.....

Athlete's e-mail address.....

Parent's e-mail address.....

Mother's Mobile Telephone Number..... Father's Mobile Telephone Number.....

Mother's Work Telephone Number..... Father's Work Telephone Number.....

Family GP..... GP Telephone Number.....

The athlete's e-mail address & mobile phone number can ONLY be retained & used with the express consent of the parents / guardians

MEDICAL INFORMATION

Do you / your child have any specific medical conditions requiring medical treatment and/or medication? Yes No

If yes, please give details.

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Do you / your child take any dietary or nutritional supplements? Yes No If yes, please give details – including dosage and frequency.

What type of pain relief (if any) may be given to you / your child if considered necessary?

Do you / your child suffer from asthma and if so, are they registered with Swim Ireland as asthmatic? Yes No

Are you / your child required to have a TUE/DOU and if so is it valid? Yes No

Do you / your child take any medication for asthma? Yes No If yes, please give details.

Do you / your child have any food, drug or other allergies? Yes No If yes, please give details.

Are you / your child responsible for taking any medication or dietary supplements? Yes No If yes, please discuss with Team Management.

Do you / your child suffer from any disabilities (physical, visual or hearing) or learning/recognised behavioural problems that could affect their behaviour while training (e.g. ADHD)? Yes No If yes, please give details.

Do you / your child have any specific dietary needs? Yes No If yes, please give details.

Do you / your child have up to date tetanus cover? Yes No

Have you / your child been in contact with any contagious or infectious disease or suffered from anything in the last 4 weeks that may be contagious or infectious? Yes No If yes, please give details.

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Is there any other information that Swim Ireland need to be aware of? Yes No If yes, please give details.

DATA PROTECTION

1. Swim Ireland is committed to ensuring the data protection rights of you and your child. The information that you submit on this form is collected and processed in accordance with the Data Protection Acts, 1988 & 2003 and our privacy policy available at www.swimireland.ie. Please ensure you read and understand this privacy policy before submitting this form. Any sensitive personal data contained on this form will only be made available to those persons that strictly require access to it, namely internal Swim Ireland personnel and members of the Irish Institute of Sport or Sport Northern Ireland who accompany or assist you on our activities. The confidentiality of the information will be respected at all times.

DECLARATIONS

1. I have received details of the activity to be undertaken & consent to myself / my child taking part in all the activities indicated. I acknowledge that Swim Ireland will be liable in the event of an accident only if they have failed to take reasonable steps in their duty of care for myself / my child. I understand that the staff has a common law duty to act in the capacity of a reasonable prudent parent. I understand that I / my child may be required to undergo physical & physiological testing of attributes such as height, weight, flexibility and strength and may be asked to perform various activities, both in & out of the water, on equipment associated with their particular discipline. Some performance tests & activities will require me / my child to give maximum effort. I have not been informed, by any medical practitioner, of anything which would lead me to believe that participation of me / my child in such activities would be dangerous.

2. I am aware of the Swim Ireland Rules, Disciplinary Policy & Codes of Conduct & acknowledge the need for adherence to these conditions at all times. Failure to do so may result in sanctions being applied. In the event that such action involves expense, I accept a responsibility to meet any such costs reasonable incurred.

3. I have read and understood the Swim Ireland Privacy Policy. In signing this form I hereby consent to Swim Ireland collecting and processing the information that I have provided on this form on my behalf and behalf of my child or ward and consent to sharing this information with the persons listed in the Data Protection section above. I am aware that the information declared by me in this form may be retained by Swim Ireland in paper or electronic form.

4. I give Swim Ireland the authority to communicate with the swimmer directly by email on the strict understanding that Swim Ireland will always copy me with any communications sent.

5. To the best of my knowledge & belief, the information given above is complete & accurate and I undertake to keep Swim Ireland informed of any changes that may arise in relation to the above information.

6. In order to take part in this specific event this form must be fully completed and returned to ensure the well-being of all participants. Failure to complete and return this declaration will result in de-selection of the swimmer from the event.