

Endurance Ireland Data Protection Policy



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1.0 Policy Statement

Endurance Ireland is committed to respecting the rights of individuals to privacy. We will be open and honest with individuals about how data is processed. We will provide this document to all members at the start of each year to ensure that they are all aware of the requirements of the Data Protection Acts.

2.0 Purpose of Data Protection Policy

The purpose of our policy on data protection is to ensure compliance with the law and to ensure accountability and transparency in how data is handled and processed.

3.0 Scope

The policy applies to all volunteers, members and Committee members.

4.0 Legislation

The Data Protection Acts (1988 and 2003) protect an individual's right to privacy with regard to any data that is kept in hard (e.g. manual files) or electronic format (e.g. computer records). Under the Acts such records must be accurate and, where necessary, kept up to date. An individual has the right to know about the existence of such records and to access them and have them amended or corrected if they are incomplete, incorrect or misleading.

5.0 Glossary of Terms and Definitions

5.1 Who does data protection apply to?

Any data relating to a living individual who can be identified either from the data or in conjunction with other data held by the organisation is regarded as personal data. Some personal data is also considered to be sensitive personal data. Sensitive personal data includes information about:

- Race or ethnicity.
- Political opinions.
- Religious or philosophical beliefs.
- Trade union affiliations.
- Physical/mental health.
- Sexual orientation.
- Commission of or alleged commission of an offence.

5.2 What is data processing?

Data processing means performing any operation or set of operations on the data, whether or not by automatic means. Processing includes: obtaining, recording and keeping data; collecting, organising and storing data; altering or adapting data; retrieving, consulting, using or disclosing data; transmitting or disseminating data; aligning, combining, blocking, erasing or destroying data.

5.3 Principles of data protection

Principles that must be complied with under the Data Protection Acts with regard to personal information are:

- The information must be obtained and processed fairly.
- It must only be kept for specified purposes and for lawful purposes.
- It must be processed only in ways that are compatible with the purpose for which it was acquired initially or for which it was subsequently approved.
- It must be kept safe and secure.
- It must be accurate and, where necessary, up to date.
- Disclosure of the data must be adequate, relevant and not excessive.
- The data must not be retained for longer than is necessary for the specified purpose(s) and according to stated policies as they apply to different sources.
- A copy of the information must be given to the individual to which it relates on their request.

6.0 Roles and Responsibilities

Those responsible for complying with the policy are The Endurance Ireland Committee

Those responsible for ensuring compliance with the policy are The Chairperson and Secretary of Endurance Ireland.

7.0 Guidelines/Procedures

The following guidelines/procedures outline the steps to be taken in our organisation in order to achieve the aims and goals as outlined in the purpose, scope and policy statement.

7.1 Acquiring Information

Endurance Ireland will gather information fairly. Endurance Ireland collects data for the purpose of the following:

- Maintain our membership and stakeholder databases
- Perform accounting, mileage and other record keeping functions

- To undertake marketing, advertising, direct marketing and public relation exercises
- To provide membership services

7.2 Data recording

Data that is recorded should be accurate and complete and be entered into records in accordance with data protection guidelines.

Corrections will be promptly made when inaccuracies are brought to light.

7.3 Data storage

Adequate security measures will be in place to protect the safety and integrity of data under the control of our organisation.

Personal data from previous years eg mileage records and membership contact details will be archived. Data will be kept in the archive for as long as appropriate for financial or other legal reasons or if it might be necessary for historical or statistical research.

Duplicate records set up in error will be destroyed.

Suitable back-up facilities, e.g. hard copy, cloud data storage, are in place to protect data in the event of disruption.

A person who wishes for their mileage records to be deleted from our files must make this request in writing to the Secretary of Endurance Ireland. This request will remove the right of this individual to have their mileage validated by the Club at any subsequent date.

7.4 Consent

Consent for the release of data about an individual must be sought from that individual.

Such consent must be informed and active and given freely and be unambiguous.

The person giving the consent should provide their consent in written form, e.g. by signing a Consent Form. If the consent is provided verbally, this should be recorded along with the date of consent.

A person has the right to withdraw their consent at any time. If consent is withdrawn, this, together with the date, should be recorded and acted upon accordingly.

7.5 Access to data

Access to personal data by members will be given on a 'needs only' basis in the execution of their roles and responsibilities. Requests for access to personal data made by the individual to which the data pertains must be made in writing to the Secretary of Endurance Ireland.

Responses to such requests will be made within 21 days of receipt of such request.

Before making a response to such a request the following criteria must be met:

- Is the data personal data?
- Is the person requesting the data the bona fide owner of the requested data?
- Does the data relate specifically to the individual?
- Are there any references to third parties that should be withheld?
- Has the request been made in writing?

Once a request is granted, this must be recorded within the Endurance Ireland files.

7.6 Third party data requests

Access to personal data by all volunteers will be given on a 'needs only' basis in the execution of their roles and responsibilities. Requests for access to personal data made by the individual to which the data pertains must be made in writing.

Exceptions to this are:

- Where discharge of a regulatory activity is required.
- Where detection or prevention of a crime or apprehension of an offender is involved.
- Where abuse or self-harm are suspected.

Such requests will be dealt with on a case-by-case basis.

7.7 Granting data requests

Data requests may only be granted by The Secretary of Endurance Ireland.

7.8 Opting-out

Individuals have the right to opt-out of their data being used as a result of direct marketing/fund-raising communications from our organisation.

On filling out a membership form you will be considered to consenting to Endurance Ireland contacting you for marketing/fund-raising communications. In the event that you wish to opt out of this service please contact the Secretary in writing on endurancesecretary@gmail.com

7.9 Breaches of data protection

The Chairperson will have responsibility for ensuring that any breaches of data protection are investigated and where necessary a disciplinary committee will be formed to investigate the breach and decide on what action if any should be taken.