



**Ashbourne United A.F.C**  
**General Data Protection Regulation**  
**(GDPR)**  
**(Updated 18<sup>th</sup> February 2019)**

## **Document Purpose**

The General Data Protection Regulation apply to the processing of personal data. Ashbourne United A.F.C are committed to complying with its legal obligations in this regard.

This document covers any individual about whom Ashbourne United A.F.C processes data. Processing of data includes collecting; recording; storing; altering; disclosing; destroying; and blocking. Personal data kept by Ashbourne United A.F.C has appropriate security measures in place to protect against unauthorised access.

**Record keeping:** Ashbourne United A.F.C keeps a record of the personal details of the following groups of people: Members, Players, Parents / Guardians and Volunteers e.g. Coaches.

**Data held on players includes:** Name, D.O.B, and Address, Parent / Guardian names, the team they play for, who coaches them, the League they play in and their League Registration Number, a Social Media Permission flag, image, video and sound files where Social Media Permission is given. Payments, a history of fines, suspensions, bans or other disciplinary findings.

**Data held on parents/guardians includes:** Name, Address, Email, Phone, their player(s) and the team(s) they are involved with, copies of any correspondence on behalf of themselves or their player, a history of any sponsorships and donations and a history of any fines, suspensions, bans or other disciplinary findings.

**Data held on volunteers including coaches:** Name, Address, Email, Phone, e-Vetting Confirmation, attendance at mandatory and discretionary training relating to their role, the team(s) they are involved with, progress of their teams in their Leagues, copies of any correspondence on behalf of themselves or their teams and a history of fines, suspensions, bans or other disciplinary findings.

This information is both required by TUSLA and An Garda Siochana (in the case of e-Vetting), NDSL, MGL (in the case of League Registration), FAI (in the case of appropriate training) and is vital to the smooth running of Ashbourne United A.F.C.

Data is held on individuals for as long as they are involved with Ashbourne United A.F.C and an audit is conducted at the end of December each year to purge the database of player and parent/ guardian details no longer associated with the Club.

Volunteer details will be kept for as long as the Club deems appropriate after the volunteer has left the Club, to facilitate potential future queries about service provision.

Records of correspondence, donations, sponsorships, team/ league performances, fines, suspensions, bans and other disciplinary findings and media reports will be kept for archival purposes.

**Notification of breaches:** Data breaches that impact on privacy will be notified to the Office of the Data Protection Commissioner and any individuals that are affected within 72 hours of the occurrence of the breach.

**Transparency:** Data held by Ashbourne United A.F.C will not be shared with any organisation or individual outside of our organisation or affiliate organisation groups with a valid right to access the data: An Garda Siochana, TUSLA, North Dublin Schoolboys / Girls League, Metropolitan Girls League, LSL and the Football Association of Ireland. All data is held within EU borders.

**Consent:** All data is gathered with the consent of the individual data providers and where necessary (Under 16 years) with the permission of their parent / guardian.

**Right to Access:** Under the Data Protection Bill (2017) all individuals about Ashbourne United A.F.C collects data have the right to request access to see all the data held about them. This will be made available to the individual making the request within one month of their request application, in a common, readable format e.g. csv, pdf, excel or doc format.

**Right to be forgotten/ Right to erasure:** Any player and parent/ guardian requesting the right to erasure upon leaving the club will have that request complied with directly. Even if the right to erasure is not requested the records will be deleted by the end of December in that or the following year in the annual purge of non-current members / parents and guardians.

In the case where a player, parent/ guardian or volunteer has entered into written correspondence with the club or has received a fine, suspension, ban or any other disciplinary finding against them a record of these will be held for archival purposes.

**Sensitive data:** Sensitive data is not held on individuals by the club. (E.g. medical or mental health records).