



DATA PROTECTION POLICY

1. Overview & Objectives

Rowing Ireland respects each individual's privacy and data protection rights and complies with its obligations under the Data Protection Acts 1988 and 2003.

The Data Protection Acts 1988 and 2003 lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect.

The data controller is Rowing Ireland's Chief Executive Officer.

2. Scope & Applicability

This policy applies to all employees (including contractors and temporary personnel) of Rowing Ireland. The Data Protection section of the Staff Handbook details specific Staff responsibilities.

A Data Protection guide is also included in the Rowing Ireland Health and Safety Statement Guidance document for the National Rowing Centre

3. Data Protection Policy

It is Rowing Ireland's policy to protect the rights and privacy of individuals in accordance with the current and future Data Protection Acts.

3.1 Collecting Data:

- (i) Rowing Ireland collects data to:
 - Maintain our membership and stakeholder database
 - Perform accounting and other record keeping
 - Undertake advertising, marketing, direct marketing and public relation exercises
 - Provide membership & staff services
 - Verify members identity
 - To comply with our legal obligations
- (ii) Data will be accurate and complete and where necessary, kept up to date.
- (iii) Data will be adequate, relevant and not excessive in relation to the purposes for which it is obtained.
- (iv) All acquisition methods (e.g. membership, event registrations, etc) will have a clear information piece explaining any intended purposes.

3.2 Data Protection Principles:

- (i) Obtain and process information fairly – Rowing Ireland will keep data for a clear purpose and in accordance with statutory and other legal obligations.
- (ii) Data will be processed fairly and in keeping with the purpose for which it was obtained.
- (iii) Data will not be used, disclosed or processed in any manner incompatible with the purpose for which it is obtained.
- (iv) Disclosure of Data will only be made to third parties who are our agents or servants acting on our directions. Save as required by law (e.g. criminal investigations) no disclosure of data will be made to third parties for those third parties' own purposes or use.

- (v) Lists of member's data / information will not be disclosed to a third party for that third party's exploitation or use. Data may be legitimately given to Rowing Irelands servants or agents for legitimate purposes as described above.
- (vi) Keep it safe and secure – Rowing Ireland takes appropriate security measures against unauthorised access to or alteration, disclosure or destruction of personal data and against accidental loss or destruction.
- (vii) Keep it accurate, complete and up to date – Rowing Ireland adopts procedures that ensure a high level of data accuracy, completeness and ensure that personal data is up to date. Where there has been a contravention in relation to Section 2(1) of the Data Protection Acts, Rowing Ireland acknowledges the right of the data subject, to having his / her personal data rectified, blocked or erased.
- (viii) Retain for no longer than necessary.
- (ix) Give a copy of his / her personal data to that individual on request.

4. Data Protection Personal Data Breach Code of Practice

The Data Protection Acts impose obligations on Data Controllers (including Rowing Ireland), to process personal data entrusted as to a manner that respects the rights of data subjects. The Data Protection Commissioner has approved a Personal Data Security Breach Code of Practice to help organisations react appropriately when they become aware of breaches of security involving member's information.

The Code of Practice addresses "security breaches" i.e. personal data which has been put at risk of unauthorised: -

- Disclosure
- Loss
- Destruction or
- Alteration

In the event of a security breach, Rowing Ireland may be obliged to make initial contact with the Data Protection Commissioner outlining circumstances surrounding the incident, the number of data subjects affected, noting where appropriate any additional controls that have

been put in place and confirming that the information has subsequently been secured which was inappropriately disclosed.

5. Access Requests

To make an access request, please contact Rowing Ireland.

Tel: 021 7434044

Email: info@rowingireland.ie

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Changes</i>
1.0	27 th May 2015	H. Adams/S. Dunlea	New Version