



## Privacy Statement

Limerick Dragons is affiliated to the Irish Dragon Boat Association (IDBA)

On becoming a member of Limerick Dragons, the Club will need to collect certain information about you which will include your name, date of birth, gender, email address, address, telephone number and any details of medical conditions which might affect your membership. We will also collect the full name and telephone number of the emergency contact nominated by you. You may also choose to provide us with other information about you.

Limerick Dragons is committed to protecting your privacy and processing your personal data in accordance with the General Data Protection Regulation (GDPR). This notice explains the information we collect about you is used and kept securely. It also explains your privacy choices as well as your right to access your information under GDPR.

We will collect and process your data for the purposes of registering you as a member of Limerick Dragons and administering your involvement in the Club. We will process it on the basis of legitimate interests. The legitimate interests are the interests of registering you as a member and to administer the Club. We will only use your data for these purposes, and you may opt out at any time by notifying us in writing.

Each year on renewal of membership you will be required to complete a new application form. The prior year's form will then be destroyed as soon as practicable.

### How We May Process Your Information

We may use your personal data for a number of purposes including:

- To process and manage your membership
- To deal with your requests and queries
- To contact you for reasons related to your query
- To notify you of Club activities

- Legitimate club business such as IDBA affiliation
- Registration for competitions (if you elect to compete)
- Competition results
- Regional/National squads
- Disciplinary processes
- Training and coaching qualifications

This list is not exhaustive and may occasionally include other legitimate club business.

## **Our Legal Basis for Processing Your Information**

We will process your personal data on the basis of legitimate interests to provide relevant and necessary information via email, text, Teamer and other communication methods to you about club activities and news.

## **Protecting Your Information**

By submitting your personal data and signing the application form you agree to the storing and processing of your data by the club for legitimate interests. We will take all reasonable steps to ensure that your data is treated securely and in accordance with GDPR. If you send us data over the internet, we cannot guarantee the security of any information you send us as the internet is not generally a secure medium for communication. Hard copy data only is stored in secured cabinets accessible only by the relevant administrators. Soft copy and electronic copies are not maintained.

## **Sharing Your Data**

Your personal data can only be accessed by Limerick Dragons administration team. We do not share personal data with third-party companies.

Occasionally your name, date of birth and contact details may be shared with another club or the Irish Dragon Boat Association if you or the Club elects to compete in a regatta or dragon boat race at national or international level. This sharing of data will only be done with your prior consent thus ensuring security and integrity of data in accordance with GDPR obligations.

The Club may also share your personal data with An Garda Siochana or other statutory body for the purposes of crime prevention, crime detection or the safety of our members. This is done on a strictly case by case basis and through a tightly controlled process to ensure we comply with GDPR.

## **Finding Out What Information We Hold About You**

Under GDPR you can ask to see any personal information that we hold about you. Such requests are called subject access requests. If you would like to make a subject access request, please contact the Club Data Protection Officer.

## **Retention and Deletion of Data**

In general, we delete personal data annually after renewal of membership. When you renew membership your personal data from prior years is deleted. Your personal data held by the Club is subject to legislation and regulatory rules which we must follow. How long we must retain data for is dependent on the type of data and the reason which it is being held. In exceptional circumstances we may be compelled to retain personal data after the specified period if we decide that it is necessary for legal obligations such as exercise or defence of legal claims or otherwise in accordance with the Data Protection Commissioner guidelines.

Team sheets and training attendance records will be retained for a period longer than one year to comply with insurance and legal requirements.

## **Complaints**

If you have any concerns or complaints in relation to how the Club collects and/or processed your personal data, you should contact the Club Data Protection Officer in the first instance. The Data Protection Officer is always the elected Secretary of the Club in any given year.

If you are dissatisfied with how your concern/complaint is dealt with by the Club you have the right to report your concern/complaint to the Data Protection Commissioner.

## **Changes To Our Privacy Notice**

We regularly review our Private Notice and updates will be sent to members as necessary.

This privacy notice was last updated in May 2023.