

## **Privacy Notice International Carding Scheme October 2019**

### **Who We Are**

Sport Ireland ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the General Data Protection Regulation and the Data Protection Act 2018.

This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Sport Ireland's Head Office is at Sport Ireland National Sports Campus, Dublin 15 and is a statutory authority that plans, leads and coordinates the sustainable development of competitive and recreational sport in Ireland. Sport Ireland acts as the Data Controller when processing your data. Our designated Data Protection Officer is Cian Spillane who can be contacted at the following address: Sport Ireland, The Courtyard, Sport Ireland National Sports Campus, Dublin 15 or [dpo@sportireland.ie](mailto:dpo@sportireland.ie)

Sport Ireland supports High Performance sport through High Performance Programme Funding and the International Carding Scheme. Sport Ireland assists National Governing Bodies in the delivery of their high performance programmes. The primary purpose of this funding is to support Irish athletes and teams in reaching finals and achieving medals at European, World, Olympic and Paralympic level.

### **Information That We Collect**

Sport Ireland collect and processes your personal information in connection with your role as an Irish athlete to meet our legal, statutory and contractual obligations and to process your application for funding. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from is: -

- Name
- Date of Birth
- Place of Birth
- Home Address
- Personal Email
- Home Telephone Number
- Mobile Telephone Number
- Personal Public Service (PPS) Number
- National Insurance Number
- Tax Reference Number and Access Code
- Employment Details
- Education Details
- Bank Details

- Grants information
- Performance Data
- Competition and Training Information
- Athlete Expenses
  
- **Medical Expenses** – Details of medical expenses are requested to ensure a true and reflective cost of the programme

**We collect information in the below way: -**

Sport Ireland collect your information through the International Carding Scheme Application Process. Sport Ireland may also collect your information through interaction with your National Governing Body (NGB) and may also collect your information from tracking and evaluating your performances.

**How We Use Your Personal Data**

Sport Ireland takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice

We collect your personal data for one or more specific purposes being connected to Sport Ireland on the basis of public interest and under lawful authority to fulfil the duties as a national sports agency and official authority *“to support elite athletes in achieving excellence in sport”* (Sport Ireland Act, 2015). The purposes and reasons for processing your personal data are detailed below

- Processing applications for funding through the International Carding Scheme
- Communicating with other stakeholders within the high performance sports sector (e.g. Olympic Federation of Ireland)
- Evaluating and Monitoring Performances of Athletes
- Performing audits of processes within National Governing Bodies
- Verifying Tax clearance details online
- Processing payments of awards
- In line with Sport Ireland’s statutory responsibilities as a State Agency

Details of medical expenses are processed based on your explicit consent. The purpose of processing this information is to have a true and reflective cost of the programme to athletes.

**Your Rights**

You have the right to access any personal information that Sport Ireland processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed

- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Sport Ireland uses necessary Third Parties to provide the below services and operational functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Third Party Platforms that we may use include:

- Survey Monkey
- Grace Note (Performance Analysis Platform)
- Sage
- Banking Payments Platforms

Sport Ireland operates a, “confidentiality net” system in which information about you is kept within the bounds of a specific network of professional staff. There are three “nets” within which information about you would be shared;

1. Sport Ireland various units including High Performance Unit, Anti-Doping Unit, Communications Unit, Finance Unit and the carding committee, for the administration and delivery of the International Carding Scheme.
2. Sport Ireland Institute.
3. Performance Director, Coaches and Management staff in your sport.

Information will be exchanged with staff relevant to your athletic performance only and all members of the team are aware of the confidential nature of the information being exchanged but not all are bound by rules of confidentiality. Sharing information with your Performance

Director, Coaches and Management staff of your sport will be limited to that information which has significance to your athletic performance and ability to compete.

### **Safeguarding Measures**

Sport Ireland takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including measures such as including but not limited to:

SSL, TLS, encryptions, pseudonymisation, restricted access, IT authentication, firewalls, anti-virus/malware.

### **Consequences of Not Providing Your Data**

You are not obliged to provide your personal information to Sport Ireland, however, as this information is required, we will not be able to process your application for funding without it.

### **How Long We Keep Your Data**

All the personal data that we collect and hold is kept in accordance with our retention policy. This policy is guided by the legislative and regulatory frameworks we are subject to and helps us to ensure that we do not keep personal data for longer than is necessary for the purpose(s) it was collected for.

### **Explicit Consent for Medical Expenses**

We will obtain your explicit consent through a signature. You can modify or withdraw consent at any time, which we will act on immediately, unless there is a legitimate or legal reason for not doing so.

On section 7a, Athlete's Declaration, there is explicit reference to the processing of medical expenses.

## **Frequently Asked Questions**

### **What is the International Carding Scheme?**

The International Carding Scheme provides direct financial support to athletes for training and competition programme. The primary purpose of this funding is to support Irish athletes in reaching finals and achieving medals at European, World, Olympic and Paralympic level.

### **What do I need to do?**

Please read this document and complete the International Carding Scheme Application. There is an explicit reference to this privacy notice on the application form and your signature is required for the processing of your medical expenses. If you do not sign the International Carding Scheme Application form, your application for funding will be refused.

### **Who can access my records?**

The data can only be accessed by authorised Sport Ireland staff for duties outlined in this privacy notice.

### **Can I access my records?**

An athlete can may request a copy of the information stored on the system about themselves.

### **Is the Information used for any other purpose?**

Your information is not used for any other purpose other than the administration and delivery of the International Carding Scheme.

### **Can I withdraw my records from the system?**

As an athlete in respect of whom Sport Ireland holds personal data, consent may be withdrawn at any time or it can be withheld for any part of an athlete's personal information.

The athlete will need to make a written request to the Sport Ireland Data Protection Officer. As a level of processing personal data is necessary for the delivery of the International Carding Scheme, this may limit Sport Ireland's ability to effectively administer the scheme.

Details provided below.

**Sport Ireland Data Protection Officer**

Cian Spillane  
Sport Ireland  
The Courtyard  
Sport Ireland National Sports Campus  
Blanchardstown  
Dublin 15

Tel: 01 8608800  
[dpo@sportireland.ie](mailto:dpo@sportireland.ie)

**Complaints**

If you are dissatisfied with a response that you receive with regard to data privacy, you have the right to make a complaint to the Data Protection Commissioner:

**Data Protection Commissioner**

Canal House  
Station Road  
Portarlinton  
Co Laois  
R32 AP23

**Lo Call: 1890 252 231**

**Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)**

**Updates**

Sport Ireland will review this policy annually or as required. We would recommend that you review this policy periodically for the latest privacy information and would ask that you advise us of any changes to your personal data so that we can ensure that it is accurate and up to date.

**Last Updated:** *October 2019*