



# LETTERKENNY BLAZE BASKETBALL CLUB LTD

## PRIVACY POLICY

### **POLICY**

Letterkenny Blaze Basketball Club Ltd (the Club) keeps personal information relating to its' members, suppliers, sponsors, etc to allow it to perform key tasks. Personal data is processed so that member expectations can be met and legal obligations fulfilled in the running of the club. This data includes contact information, name, address, email address, gender, date of birth and medical records. The Club will limit access to this personal information to those Club Members who have a legitimate reason to know such information, in order for them to perform club duties.

### **DEFINITIONS**

#### Personal Data

Personal data means data relating to an individual who is or can be identified either from the data or from the data in conjunction with other information that is in or is likely to come into the possession of the data controller. Personal data can include images.

#### Data Controllers

Data Controllers are those who, both alone, or with others, control and are responsible for the keeping and use of personal information on computer or in structured manual files within the Club.

#### Data Processors

Data Processors are processors of personal information data on the data controller's behalf.

### **OBTAIN AND PROCESS DATA FAIRLY AND KEEP FOR A SPECIFIED, LAWFUL PURPOSE**

Letterkenny Blaze Basketball Club Ltd only collects data for the benefit of its members and activities (including basketball events, fundraisers, etc) associated with the Club. It only keeps the absolute minimum of data required for the smooth running of the Club. We will only use your personal data if you have provided your consent on our member registration form.

### **ACCURACY OF DATA**

The club will keep a current database of members and recent changes in medical history or contact details will be updated once the Club has been made aware of same. You agree to keep the Club informed of any changes to the personal data which you have provided to the Club.

### **SHARING OF DATA**

1. The Club is affiliated to **Basketball Ireland** (BI) which is the National Governing body for the sport in Ireland. BI operates a database and allocates a unique personal identifier for each member of every affiliated Club registered with them. In completing the membership form to join the Club, you consent that the Club may provide your name, gender, date of birth and contact details to Basketball Ireland for the purposes of registration of club members in the administration of basketball in Ireland. BI's Data Protection Policy can be accessed from [http://www.basketballireland.ie/content\\_page/10008335/legal/](http://www.basketballireland.ie/content_page/10008335/legal/)

2. The Club is also affiliated to the **North West Area Board (NWAB) & Basketball Northern Ireland (BNI)** and its teams may play in league competitions organised by both. For registration of players in these league competitions, NWAB and BNI requires the Club to send players personal data to them. By becoming a member of the Club, you consent that the Club may provide member's name, gender, date of birth and contact details for the purposes of registration of club members in the administration of basketball in these areas, i.e. both the North West region and Northern Ireland.
3. The Club use the services of **Sendmode Business Messaging** to process SMS texts in relation to event promotions, reminders and general club information.

#### **THE DATA MUST BE USED AND DISCLOSED ONLY FOR THE SPECIFIED PURPOSE**

Only relevant data will be made available to Club personnel and all Club personnel will be made fully aware of their obligations annually. Your personal data may also be disclosed to Child Welfare Officers if requested for child welfare reasons.

#### **THE DATA MUST BE KEPT SAFE AND SECURE**

The electronic data the Club holds is held on encrypted hardware and is password protected where relevant. Hard copies of data is stored in locked cabinets.

#### **THE DATA MUST BE RETAINED FOR NO LONGER THAN IS NECESSARY**

We will keep personal information for as long as necessary to provide members with basketball services and in line with the legitimate interests of your involvement in basketball. In addition, the Club maintains a database of past members who may be contacted by the Club. If you wish, upon leaving the Club, to have all personal information about you deleted/securely destroyed, please write to the Registrar at [pblbarrett@hotmail.com](mailto:pblbarrett@hotmail.com)

#### **A COPY OF THE DATA MUST BE MADE AVAILABLE TO THE DATA SUBJECT, ON REQUEST**

You are entitled to write to the Registrar at [pblbarrett@hotmail.com](mailto:pblbarrett@hotmail.com) to make a request for a copy of your personal data which the Club holds. Should inaccuracies exist in your personal data held by the Club, you are entitled to request that the Club amend or erase it.

#### **GENERAL CONSENT**

Where you have provided information about another person (e.g. a minor), you confirm that you may act for them, to consent to the processing of their personal data and to receive, on their behalf, any data protection notices from the Club or Basketball Ireland.

#### **WHERE CAN I GET FURTHER INFORMATION?**

Further information regarding your rights can be obtained through the **Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co Laois** or the website [www.dataprotection.ie](http://www.dataprotection.ie). Details of Basketball Ireland's Privacy Notice can be viewed on their website [http://www.basketballireland.ie/content\\_page/10008335/legal/](http://www.basketballireland.ie/content_page/10008335/legal/)

#### **HOW DO I MAKE A COMPLAINT OR REPORT A BREACH?**

If you have any concerns or complaints in relation to how Letterkenny Blaze Basketball Club Ltd collects and/or processes your personal data, you should contact [pblbarrett@hotmail.com](mailto:pblbarrett@hotmail.com). If you are dissatisfied with how your concern/complaint is dealt with by Letterkenny Blaze Basketball Club Ltd you have the right to report your concern/complaint by emailing the Office of the Data Protection Commissioner using the following email address: [info@dataprotection.ie](mailto:info@dataprotection.ie).

(This policy is to be reviewed on an annual basis. Next Review Date – August 2024)