



**SKIF IRELAND  
GENERAL DATA  
PROTECTION  
REGULATION (GDPR)**

# SKIF-IRELAND POLICY DOCUMENT

## SKIF Ireland General Data Protection Regulation Policy



POLICY No: SKIF/GDPR/01

Rev 1

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### 1 PURPOSE & SCOPE

SKIF Ireland acknowledges the importance of the General Data Protection Regulation (GDPR) legislation which came into effect on 25 May 2018, regarding how organisations and companies collect, handle, and store personal data. As SKIF Ireland needs to manage and maintain member information, we take every precaution to ensure the safeguarding and proper use of this information.

The document's scope covers the duties, responsibilities, and actions to be taken by each stakeholder.

### 2 STAKEHOLDERS

The following are the individuals/entities governed by this policy document:

**Executive Committee:** Person(s) elected to the executive level at an AGM

**Coach:** The SKIF National Coach is appointed by the SKIF Ireland Executive Committee for some time as specified by the SKIF Ireland Executive Committee

**Club Instructor:** Senior instructor of the registered club where the applicant trains

**Child Welfare Officer:** Person appointed by SKIF Ireland to handle all Garda Vetting and Child Welfare Safeguarding

### 3 EXECUTIVE COMMITTEE RESPONSIBILITIES

1. The SKIF Ireland Executive Committee is responsible for ensuring that any information collected is stored securely and used only in the intended manner in which it was collected.
2. The SKIF Ireland Executive Committee is responsible for ensuring that any member information is not passed on to any third-party organisation without the member's permission.
3. The SKIF Ireland Executive Committee will be responsible for reporting any data breaches to the Data Protection Commissioner and will cooperate fully with any investigation.

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### 4 COACH'S RESPONSIBILITIES

1. The SKIF Ireland Coach is responsible for ensuring that any information collected during squads is stored securely and used only in the intended manner in which it was collected.
2. The SKIF Ireland Coach is responsible for ensuring that any member information is not passed on to any third-party organisation without the expressed permission of the member and the SKIF Ireland Executive Committee.
3. The SKIF Ireland Coach will be responsible for reporting any data breaches to the SKIF Ireland Executive Committee and cooperating fully with any investigation by the Data Protection Commissioner.
4. All communication with squad members must be via a means of communication that protects members' personal information. Group messaging applications allowing other members to see other members' personal contact information are a breach of GDPR and should not be used.

### 5 CLUB INSTRUCTOR RESPONSIBILITIES

1. The SKIF Ireland Club Instructor is responsible for ensuring that any information collected concerning club members is stored securely and used only in the intended manner in which it was collected.
2. The SKIF Ireland Club Instructor is responsible for ensuring that any club member information is not passed on to any third-party organisation without the member's permission.
3. The SKIF Ireland Club Instructor will be responsible for reporting any data breaches to the SKIF Ireland Executive Committee and cooperating fully with any investigation by the Data Protection Commissioner.

### 6 CHILD WELFARE OFFICER RESPONSIBILITIES

1. The SKIF Ireland Child Welfare Officer ensures that any information received from the Garda Vetting Bureau is kept in a locked file.

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### 7 WHAT INFORMATION SKIF IRELAND COLLECTS

1. **SKIF Ireland Member Licence:** Full Name, Date of Birth and Passport Photo
2. **Dan Grading Applications:** Full Name, Date of Birth, Address, Weight and Height
3. **Kyu Grading Applications:** Full Name, Address
4. **Club Insurance:** Full Name, Address, Prior Claims and Number of Members in Club. Several Adults and Children, Number Male and Female
5. **Garda Vetting:** Forename, Middle Name, Surname, Date of Birth, Email Address, Telephone, Address and Results/Disclosures received from the Garda Vetting Bureau.
6. **National Garda Vetting Bureau Disclosures:** Full Garda vetting disclosures and results.
7. **Safeguarding Training:** Full Name, Certificate Number and Date of Completion

### 8 HOW DO WE COLLECT YOUR DATA

1. **SKIF Ireland Member Licence:** SKIF Ireland Club Licence Spreadsheet is emailed to the SKIF Ireland Treasurer from the Club instructor.
2. **Dan Grading Applications:** SKIF Ireland Dan's Application Form is presented at the SKIF Ireland National Pre-Grading.
3. **Kyu Grading Applications:** SKIF Ireland Kyu Grading Record Sheet retained by the affiliated member club
4. **Club Insurance:** SKIF Ireland Club Insurance Form emailed to the SKIF Ireland Treasurer
5. **Garda Vetting:** SKIF Ireland NVB1 Garda Vetting Form emailed to the SKIF Ireland Child Welfare Officer.
6. **Safeguarding Training:** Emailed to the SKIF Ireland Child Welfare Officer
7. **National Garda Vetting Bureau Disclosures:** All Garda vetting disclosures are posted to the SKIF Ireland National Vetting Officer.

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### 9 HOW DO WE STORE YOUR DATA

1. All SKIF Ireland Member Personal information is stored on a computer(s) with encrypted hard drives to ensure complete security of member data.
2. All National Garda Vetting Bureau disclosures are stored in a secure, locked file. For any members who leave SKIF Ireland, any Garda Vetting Bureau Disclosures are destroyed securely.

### 10 WHAT ARE YOUR DATA PROTECTION RIGHTS

SKIF Ireland would like to make you aware of all your data protection rights, and every member is entitled to the following:

1. **The right to access:** Every member of SKIF Ireland has the right to request SKIF Ireland to supply copies of your data.
2. **The right to rectification:** You have the right to request that SKIF Ireland correct any information you believe is inaccurate. You also have the right to request SKIF Ireland to complete a statement you think is incomplete.
3. **The right to erasure:** You have the right to request that SKIF Ireland erase any non-essential personal data that SKIF Ireland doesn't require.
4. **The right to restrict processing:** You have the right to request that SKIF Ireland limit the processing of your data under certain conditions.
5. **The right to object to processing:** You have the right to object to SKIF Ireland's processing of your data under certain conditions.
6. **The right to data portability:** You have the right to request that SKIF Ireland transfer the data we have collected to another organisation or directly to you under certain conditions.

If you make a request, SKIF Ireland will have one month to respond to your request. If you would like to exercise any of these rights, please contact us at the following details:

Email: [gdpr@ski-ireland.com](mailto:gdpr@ski-ireland.com)

### 11 INTERNET WEBSITE COOKIES

Cookies are text files on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

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### 12 HOW DO WE USE COOKIES

SKIF Ireland uses cookies to track visitor numbers to the SKIF Ireland website via Google Analytics. SKIF Ireland collects no personal information via the SKIF Ireland website.

### 13 HOW TO MANAGE COOKIES

You can set your browser not to accept cookies, and the website ([www.allaboutcookies.org](http://www.allaboutcookies.org)) tells you how to remove cookies from your browser. However, some of our website features may not function in a few cases.

### 14 HOW TO CONTACT US

Email: [gdpr@ski-ireland.com](mailto:gdpr@ski-ireland.com)

### 15 HOW TO CONTACT THE APPROPRIATE AUTHORITY

Should you wish to report a complaint or if you feel that SKIF Ireland has not addressed your concern satisfactorily, you may contact the Data Protection Commission.

Data Protection Commission  
<https://www.dataprotection.ie>

### 16 REVISIONS

REV NO	DATE	CHANGES
1	23 September 2022	Document Created