



Irish Laser National and Provincial Championships 2018

DATA PROCESSING POLICY

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our competitors and support persons, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Processing Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Processing Policy from time to time without prior notice. You are advised to check our Class website regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Data Protection Commissioner or the Information Commissioner (Northern Ireland). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. Who are we?

- 2.1 We are the Club and Class, the organising authority of the above regatta. We can be contacted at the address in the regatta documents.

3. What information we collect and why

Type of Information	Purposes	Legal basis of processing
Competitor’s name(s), address, telephone numbers, e-mail address(es).	Managing the competitors entry in the Regatta/ Championship.	Performing the OA’s contract with the competitor. For the purposes of our legitimate interests in operating the Regatta/Championship.
Names, Boat details and Race Results	Managing event results for class members, information.	Performing the OA’s contact with the competitor. For the purposes of our legitimate interests in operating the Regatta/Championship.
Emergency contact details	Contacting next of kin in the event of emergency.	Protecting the Competitor’s vital interests and those of their dependents.
Date of birth/age related information	Managing Event categories which are age-related.	Performing the OA’s contract with the competitor.

Gender	Provision of adequate facilities for Competitors.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
The Competitor's name, boat name and sail number	Managing race entries and race results. Sharing race results with other clubs, class associations and IS or the RYA, and providing race results to local and national media. Allocating moorings, marina berths and compound spaces.	For the purposes of our legitimate interests in holding the Regatta/Championship. For the purposes of our legitimate interests in promoting the OA Club and the Class. For the purposes of our legitimate interests in operating the OA Club.
Photos and videos of Competitor's and their boats	Putting on the Event Club and Class website and social media pages and using in press releases.	Consent. We seek the Competitor's consent on their entry form. The competitor may withdraw their consent at any time by contacting us by e-mail or letter.
The Competitor's name and e-mail address	Creating and managing the event Directory.	Consent. We will seek the Competitor's consent on their entry. The Competitor may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to be retained.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EEA without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to

deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

5.3 Results data will be electronically published and printed and sent to members and former members of the Class Association/Club.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as required for the Regatta and for as long afterwards as is necessary to comply with our legal obligations or as you have agreed. We will review your personal data every year to establish whether we are still entitled to process it. If we decided that we are not entitled to do so, we will stop processing your personal data except that we will retain for your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims, and to maintain class/event records in the interests of the Class Association and its members.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data.
- (b) to be provided with information about how your personal data is processed.
- (c) to have your personal data corrected.
- (d) to have your personal data erased in certain circumstances.
- (e) to object to or restrict how your personal data is processed.
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner or the Information Commissioner (Northern Ireland).

<https://www.dataprotection.ie/docs/complaints/1592.htm>

0761 104 800 or LoCall 1890 25 22 31

Office of the Data Protection Commissioner

Canal House

Station Road

Portarlinton

County Laois

R32 AP23

or

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Honorary Secretary.