



## IRISH SPORT AND EXERCISE SCIENCES ASSOCIATION PRIVACY POLICY

### **VERSION HISTORY:**

<b>Governance Committee</b>	<b>Executive Committee</b>	<b>Due for review</b>
N/A	19 <sup>th</sup> February 2024	19 <sup>th</sup> February 2027

### **INTRODUCTION**

The Irish Sport and Exercise Sciences Association (“ISESA”, “us”, “we” or “our”) is an all-island non-profit organisation and the representative body for the Sport and Exercise Sciences community in Ireland.

We are committed to protecting and respecting your privacy and our use of your personal information is governed by this Privacy Notice. This Policy explains how we collect, use, process, and disclose any personal data that you provide to us, including personal information collected on our website [www.isesa.ie](http://www.isesa.ie) (the “Website”) and how we keep it secure. We may also, in the future, interact with you via social media channels (such as LinkedIn, Twitter, Facebook etc.). If you submit any information to us via social media facilities controlled by us, we shall deal with it according to this Privacy Policy.

This complies with laws that came into effect from May 2018 (“EU GDPR”).

This policy does not apply to third-party websites, products, or services, even if they link to our services or website, and you should consider the privacy practices of those third parties carefully before you submit any personal data to these websites. ISESA does not accept any responsibility for these policies.

Please read the following carefully to understand our practices regarding your personal data.



### **INFORMATION WE COLLECT**

During the course of our activities ISESA will collect, store and process personal information and ISESA recognises the need to treat it in an appropriate and lawful manner.

Personal information is any information that tells us something about you (“Personal Data” or “Personal Information”). This could include information such as name, contact details, date of

birth or any information about your needs or circumstances which would allow us to identify you. The types of information that ISESA may be required to handle include details of current, past and prospective athletes, employees, volunteers, management, members, suppliers and others that we communicate with. That information may be held on paper, on a computer or

other media. You also have certain rights in relation to personal data we

hold. We have set out our practices and your rights in further detail below.

### **CONTACT US**

We have appointed a Data Protection Liaison (“DPL”) who has overall responsibility for data protection compliance in our organisation. Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@isesa.ie](mailto:info@isesa.ie).

If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch. More information about your legal rights can be found on the Office of the Data Protection Commissioner’s website at <http://gdprandyou.ie/>.

### **CATEGORIES OF PERSONAL DATA WE COLLECT**

You may provide us with, or we may obtain personal information about you, such as information regarding your: name, title, gender, date of birth, email addresses and telephone numbers, signatures, membership affiliations, passport copies, PPS / social services



numbers, driver's license or other forms of identification; details of next of kin, contacts and emergency contacts; images or videos or other details from any competitions, events or training sessions; payment or bank details so that we can receive payments from you for ISESA activities or you can receive funding from us and details of the financial transactions with you; your computer's IP address, and other browsing data that allows us to track your usage of our website.

#### **OUR SOURCES OF THE PERSONAL DATA**

We obtain personal data when you:

- fill in forms on our website including (but not limited to) accreditation application forms;
- contact us by phone, email or in any other means;
- browse our Website;
- make a query on our Website;
- engage with us as a contractor, employee, volunteer or supplier;
- register for any webinars, conferences or podcasts arranged by us; • register to attend an event / workshop that is run or promoted by us; • become involved in any dispute, tribunal, complaints or disciplinary issue under our rules; • partake in any online and email marketing campaigns related to our services or an event that you might receive or subscribe to. You can opt out of receiving such communications at any time.

#### **PURPOSES AND BASIS FOR PROCESSING PERSONAL DATA**

We may use Personal Data for the following purposes:

- To carry out our obligations arising from any contracts or agreements entered into between you and us.
- To comply with the terms of accreditation, should you be seeking to be formally accredited by ISESA.



### **WHO WE WILL DISCLOSE YOUR PERSONAL DATA TO**

We may disclose your personal data to:

- Third parties who run events, in order to facilitate your entry and participation in that event or competition;
- In order to enforce or apply our Terms and Conditions and other agreements; or to protect the rights, property, or safety of ISESA, our members, or others.
- Internally for accreditation purposes, or other purposes for which you have become a member of ISESA.

### **YOUR RIGHTS AND CHOICES**

We want to be as transparent as possible in our processing.

You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it (if it is inaccurate or out of date, for example if you change your email address) or to object to our processing it, and the right of data portability. We endeavour to keep your data accurate, complete and up to date.

Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it. The withdrawal of consent may impact on our ability to perform certain administrative and other functions for you. You have the right to ask us not to process personal data for our marketing purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect data or by opting-out at the end of any marketing communication we send you.

If you have any questions about your rights or want to exercise any of these rights, please contact our DPL at [info@isesa.ie](mailto:info@isesa.ie) for further details.

More information about your legal rights can be found on the Office of the Data Protection Commissioner's website at <http://gdprandyou.ie/>.



### **LOCATION OF YOUR PERSONAL DATA AND SECURITY**

We will keep your personal data within the EU or UK to the extent possible. However, in limited circumstances, we may transfer limited personal data outside of the EU or UK. Where this occurs, we will endeavour to take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy to ensure an adequate level of protection for the data.

We store information on our secure cloud-based server. The security of your Personal Information is important to us. It is important to note that no method of transmission over the internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

### **HOW LONG WE WILL KEEP YOUR PERSONAL DATA FOR**

We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected.

The specific length of time will depend on the type of information and the reason we collected it from you. In the absence of any legal or regulatory requirement, we generally retain all physical and electronic records for a period of 6 years after your last contact with us (and in compliance with our obligations under EU GDPR) or for longer where we are required to do so by regulation or law. Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired.

### **COOKIES**

Cookies are pieces of information that a website transfers to your internet browsing device to store and sometimes track information about you. Most web browsers automatically accept cookies, but if you prefer, you can change your browser to prevent that. However, you may



not be able to take full advantage of a website if you do so. Cookies are specific to the server that created them and cannot legally be accessed by other servers, which means they cannot be used to track your movements around the web. We use cookies to estimate our audience size and patterns; control how often visitors see similar ads; and track preferences and to improve and update our website.

Our website may use cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies. You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.