



## **Data Protection Policy**

### **Policy name: Data Protection Policy - 25th May 2018**

**1 Introduction** Children Of Lir Gymnastics Club (Lir G.C.) needs to collect and use personal data (information) for a variety of purposes about its staff, students and other individuals who come in contact with Lir G.C. The purposes of processing data include the organisation and administration of classes in several gymnastic discipline, competitions, festivals/exhibitions, Coach courses/examinations the recruitment and payment of staff, compliance with statutory obligations, etc.

Data Protection legislation safeguards the privacy rights of individuals in relation to the processing of personal data. The General Data Protection Regulation (GDPR) 2016 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

**2 Purpose of this Policy** This policy is a statement of Lir G.C's commitment to protect the rights and privacy of individuals in accordance with the Data Protection legislation.

**3 Principles of Data Protection Legislation** Lir G.C. undertakes to perform its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Acts as follows:

1. Obtain and process information fairly. Lir G.C. will obtain and process personal data fairly in accordance with the fulfillment of its functions and its legal obligations.
2. Keep it only for one or more specified, explicit and lawful purposes. Lir G.C. will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.
3. Use and disclose it only in ways compatible with these purposes. Lir G.C. will only use and disclose personal data in ways that are necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.
4. Keep it safe and secure. Lir G.C. will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction. Lir G.C. acknowledges that high standards of security are essential for processing all personal information.
5. Keep it accurate, complete and up-to-date. Lir G.C. will have procedures that are adequate to ensure high levels of data accuracy and completeness and to ensure that personal data is kept up to date.
6. Ensure that it is adequate, relevant and not excessive. Personal data held by the Lir G.C. will be adequate, relevant and not excessive in relation to the purpose/s for which they are kept.



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7. Retain it for no longer than is necessary for the purpose or purposes. Lir G.C. will have a defined policy on retention periods for personal data and appropriate procedures in place to implement such a policy.

8. Give a copy of his/her personal data to an individual, on request. Lir G.C. will have procedures in place to ensure that data subjects can exercise their rights under the data protection legislation.

**4 Responsibility** Lir G.C. has overall responsibility for ensuring compliance with data protection legislation where it is the controller of personal data. However all Administration/Coaches and members of Lir G.C. who collect and/or control the contents and use of personal data are individually responsible for compliance with the data protection legislation. Lir G.C. will provide support, assistance and advice to Coaches and administration to ensure it is in a position to comply with the legislation.

**5 Procedures and Guidelines** Lir G.C. is committed to ensuring the protection of the privacy of personal data and in order to assist in Lir G.C.'s compliance with the data protection legislation will provide best practice guidelines and procedures in relation to all aspects of data protection.

**6 Review** This policy will be reviewed regularly in light of any legislative or other relevant indications.

Appendix General Data Protection Regulation The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. As a regulation, it will not generally require transposition into Irish law (regulations have 'direct effect'), so organisations involved in data processing of any sort need to be aware the regulation addresses them directly in terms of the obligations it imposes. The GDPR emphasises transparency, security and accountability by data controllers and processors, while at the same time standardising and strengthening the right of European citizens to data privacy. For further details please refer to the Data Protection Commission (DPC) at URL: <https://www.dataprotection.ie/docs/GDPR/1623.htm> The DPC has launched a GDPR-specific website [www.GDPRandYou.ie](http://www.GDPRandYou.ie) with guidance to help individuals and organisations become more aware of their enhanced rights and responsibilities under the General Data Protection



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Regulation. Data Protection Acts, 1988 and Amended Act 2003 Data Protection is the safeguarding of the privacy rights of individuals in relation to the Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The terms of the Data Protection Acts 1988 and 2003 lay down strict rules about the way in which personal data are collected, accessed, used and disclosed. The terms of the legislation also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect. For further information on these Acts please refer to the following websites: For further information on these Acts please refer to the following websites:

<http://www.dataprotection.ie/ViewDoc.asp?fn=%2Fdocuments%2Flegal%2FLawOnDP%2E>

<http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>

<http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>

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DECLARATION

I have read and understand the terms and conditions of the Data Protection Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_