

Moodle – Organisational Development and Change

Who We Are

Sport Ireland ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the General Data Protection Regulation and the Data Protection Act 2018.

This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data and complements the privacy notice on the Sport Ireland e-learning platform.

Sport Ireland's Head Office is at Sport Ireland National Sports Campus, Dublin 15 and is a statutory authority that plans, leads and coordinates the sustainable development of competitive and recreational sport in Ireland. Sport Ireland acts as the Data Controller when processing your data. Our designated Data Protection Officer is Cian Spillane who can be contacted at the following address: Sport Ireland, The Courtyard, Sport Ireland National Sports Campus, Dublin 15 or dpo@sportireland.ie

The Organisational Development and Change Unit within Sport Ireland is primarily focused on providing support to the sports organisations which receive funding from Sport Ireland including National Governing Bodies and Local Sports Partnerships. There are a number of aspects to this work

- Capability Building
- Organisational Development & Change Interventions
- Working Groups & Networks

Information That We Process

Sport Ireland processes your personal information in connection with your role as a volunteer/board member/employee in the Irish sport sector.

We will never process any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

When creating a Moodle profile the personal data that we collect from you is: -

- Name
- Email Address
- NGB
- Username
- Age and Location to determine whether you reach the digital age of consent

Further Optional Information can be provided upon creating a Moodle profile.

How We Use Your Personal Data

Sport Ireland takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice

We process your personal data you provide when creating a Moodle account on the basis of you providing your consent.

The purpose of this processing

- Effective administration and delivery of training offerings
- To assist in capability building within Sporting Bodies
- To assist in the professional development of the individual

All Data processing is in line with Sport Ireland's statutory responsibilities.

Your Rights

You have the right to access any personal information that Sport Ireland processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (where applicable) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. Sport Ireland uses necessary Third Parties to provide the below services and operational functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Sport Ireland operates a system in which information about you is stored within the bounds of a specific network of professional staff. The only members of staff who interact with your data are the staff of the Organisational Development & Change Unit.

Sport Ireland may be required to report on the number of participants on various programmes but no personal information will be used in any of those reports

Safeguarding Measures

Sport Ireland takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including measures such including but not limited to:

SSL, TLS, encryptions, pseudonymisation, restricted access, IT authentication, firewalls, anti-virus/malware.

How Long We Keep Your Data

All the personal data that we collect and hold is kept in accordance with our retention policy. This policy is guided by the legislative and regulatory frameworks we are subject to and helps us to ensure that we do not keep personal data for longer than is necessary for the purpose(s) it was collected for.

Frequently Asked Questions

Who can access my records?

The data can only be accessed by authorised Sport Ireland staff for duties outlined in this privacy notice.

Can I access my records?

Any individual can may request a copy of the information stored on the system about themselves.

Is the Information used for any other purpose?

Your information is not used for any other purpose other than specified in this notice

Can I withdraw my records from the system?

An individual will need to make a written request to the Sport Ireland Data Protection Officer. As a level of processing personal data is necessary for the delivery of the Organisational Development & Change programmes, this may limit Sport Ireland's ability to effectively administer the programmes.

Details of Sport Ireland's DPO are provided below:

Ellen Hayes
Sport Ireland
The Courtyard
Sport Ireland National Sports Campus
Blanchardstown
Dublin 15
Tel: 01 8608800
dpo@sportireland.ie

Complaints

If you are dissatisfied with a response that you receive with regard to data privacy, you have the right to make a complaint to the Data Protection Commissioner:

Data Protection Commissioner

Canal House
Station Road
Portarlinton
Co Laois
R32 AP23

Lo Call: 1890 252 231

Email: info@dataprotection.ie

Updates

Sport Ireland will review this notice as required. We would recommend that you review this policy periodically for the latest privacy information and would ask that you advise us of any changes to your personal data so that we can ensure that it is accurate and up to date.