

Privacy Notice Sport Ireland Coaching Courses

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.

Sport Ireland's Head Office is at Sport Ireland 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. Sport Ireland's designated Data Protection Officer can be contacted at the following address: Sport Ireland, The Courtyard, Sport Ireland Campus, Dublin 15 or dpo@sportireland.ie

Sport Ireland Coaching has the lead role in the development of coaching on an all-island basis, highlighting the importance of quality coaching in developing our athletes and providing opportunities for participants. Sport Ireland Coaching seek to lead the development of coaching in Ireland through the implementation of a quality coach and coach developer education programme.

Information That We Collect

Sport Ireland Coaching collect and processes your personal information in connection with our role as the public authority responsible for coach development on the island of Ireland. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we may collect is: -

Name

Date of Birth

Home Address

Email Address

Gender

PPS Number¹

National Governing Body

Club/School you coach for (if applicable)

Home Telephone Number

Mobile Telephone Number

Bank Details

Disability information (if learner is seeking reasonable accommodation on a Sport Ireland programme)

Assessments and assessment results

Details of work placement

¹ This is a requirement of QQI certification and will only be collected for those courses

We collect information in the below way: -

Sport Ireland Coaching collect your information through your registration and completion of one of our training offerings or where you make your personal data available to us through phone calls, emails and hard copy correspondence. Sport Ireland may also collect your information through interaction with your National Governing Body (NGB).

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. Your data will not be transferred to a Third Country (outside the EU) for the duration of the processing.

Sport Ireland Coaching maintain an all-island Coach Database which contains personal data on coaches in Ireland. This is part of Sport Ireland's role in implementing the Coaching Development Programme for Ireland.

Sport Ireland will rely on the public authority (as per Article 6 of the GDPR) basis for collecting and processing your personal data in line with the functions outlined in the Sport Ireland Act *Section 8 (l)* relating to Coaching and Coach Development and in line with the purposes outlined below:

- To deliver and administer education services and record the details of your learning
- To monitor, evaluate and support your learning
- To carry out reviews/evaluations of learners' experience of Sport Ireland services
- To process financial aspects of the learner's relationship with Sport Ireland
- To compile statistics for reporting, management and research purposes
- To deliver relevant services to learners including learner supports
- To facilitate learner participation in relevant events such as continuous professional development opportunities, graduation ceremonies or any other events that would support the learner in their ongoing education and development
- To communicate with you by post, email and phone, including the distribution of relevant newsletters/updates and other information
- To create and publish print and electronic material for promotional and archival purposes
- To comply with our obligations under legislation
- For security purposes (e.g. CCTV footage)
- To enable us to contact others in the event of an emergency where the learner has supplied contact details to us
- To enable contact with learners after they have completed their programme

Sport Ireland will process your data in a GDPR compliant manner and in line with Sport Ireland's statutory responsibilities as a State Agency.

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 “confidentiality net” system in which information about you is kept within the bounds of a specific network of professional staff. There are two “nets” within which information about you would be shared:

1. (i) Sport Ireland Coach Education Development Officers
(ii) Coaching Database Administrators
2. Coaches and Management staff in your National Governing Body

Information will be exchanged with staff relevant to your coach development only and all members of the team are aware of the confidential nature of the information being exchanged and operate in a best practice environment.

Sport Ireland may also share personal data, where necessary and relevant, with the following external organisations:

- Government Departments
- State agencies e.g. Quality and Qualifications Ireland, Local Sport Partnerships
- Third level institutions: Other higher education institutions to which a learner transfers or where a learner's programme is being run collaboratively
- External Examiners and Assessors
- Software Providers: Software providers or service providers performing administrative functions on behalf of Sport Ireland
- Employers/Deployers: Work placement providers, NGBs
- Third parties: Companies or organisations providing specific services to, or on behalf of Sport Ireland

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 as including but not limited to:

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

Consequences of Not Providing Your Data

You are not obliged to provide your personal information to Sport Ireland, however, as this information is required for inclusion on the Coaching Database and the subsequent coaching awards you will not be able to achieve certification without providing your personal data. This does not impact your ability to attend any of our Coaching events or workshops.

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.

Sport Ireland Data Protection Officer

Data Protection Officer
Sport Ireland
The Courtyard
Sport Ireland 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 policy annually or 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.

Frequently Asked Questions**What is the Coaching Database?**

Sport Ireland Coaching have developed our online database to store all CDPI (Coaching Development Programme for Ireland) certified coach developers and coaches. This is the definitive list of certified coaches and coach developers for all NGB's in Ireland.

It is part of our long term plan to make the Coaching Database as relevant and useful as possible to all our NGB partners. The database at present has a record of coaches and coach developers that have been certified through Sport Ireland Coaching since the start of the CDPI.

Who can access my records?

The data can only be accessed by authorised Sport Ireland Coaching staff or staff within your NGB for duties outlined in this privacy notice.

Can I access my records?

Any individual can 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 outlined in this notice

Can I withdraw my records from the system?

As an individual in respect of whom Sport Ireland holds personal data, you may request that their records be deleted at any time as per the section "Your Rights" above.

The individual should make a written request to the Sport Ireland Data Protection Officer.