

## **Privacy Notice Sport Ireland Organisational Development & 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.

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. Our designated Data Protection Officer can be contacted at the following address: Sport Ireland, The Courtyard, Sport Ireland Campus, Dublin 15 or [dpo@sportireland.ie](mailto: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 Assessments
- Networks

### **Information That We Collect**

Sport Ireland's Organisational Development & Change Unit collect and process your personal information in connection with our role as the public authority responsible for providing learning and development support to sports organisations funded by Sport Ireland 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  
Gender  
Date of Birth<sup>1</sup>  
Home Address<sup>1</sup>  
Email Address  
PPS Number<sup>1</sup>  
Organisation  
Home Telephone Number  
Mobile Telephone Number  
Job Title/Role  
CV  
Signature

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

Line Manager Details (Name, Phone Number, Email Address, Job Title, Signature)  
Disability information (if learner is seeking reasonable accommodation on a Sport Ireland programme)  
Dietary requirements, communication and physical access  
Assessments and assessment results

**We collect information in the below way: -**

Sport Ireland's Organisational Development & Change Unit collect your information through your registration and completion of our training courses, events and/or programmes. This can be collected in the following ways:

Application and Nomination for an Organisational Development & Change Unit programme  
Registration for an Organisational Development & Change Unit training course/event  
Registration and completion of a psychometric assessment  
Request of advisory and/or learning and development supports  
Completion of an evaluation survey

Sport Ireland may also collect your information through interaction with your National Governing Body (NGB) or Local Sport Partnership (LSP).

**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) without your knowledge for the duration of the processing.

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* (m) and (n); with reference to research 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 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, conferences, 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 updates and other information
- To create and publish print and electronic material for promotional and archival purposes
- To comply with our obligations under legislation
- 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 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

- 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.

### **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.

The Organisational Development and Change Unit retain personal data for up to five years and six months. If a participant is part of a QQI accredited programme, their PPS number and home address is deleted upon completion of the programme.

All psychometric assessments are retained for a period of three years and six months.

There are exceptions where participant information is retained for longer than five years and six months. The exceptions are as follows:

- As part of the M-Power Mentoring Programme, Mentor details (i.e. name, organisation and CV) are retained for as long as the participant wishes to be part of the programme. If the Mentor no longer wishes to be part of the programme, they will need to contact the Organisational Development and Change Unit at [odc@sportireland.ie](mailto:odc@sportireland.ie) and their CV and relevant information will be deleted.
- The Organisational Development and Change Unit has a number of networks. These networks are made up of professionals operating in a variety of different career/role types. A participant's name, email address and organisation is retained as part of the network. If the participant no longer wish to be part of the network, they will need to contact the Organisational Development and Change Unit at [odc@sportireland.ie](mailto:odc@sportireland.ie) and their relevant information will be deleted.



**Sport Ireland Data Protection Officer**

Sport Ireland  
The Courtyard  
Sport Ireland Campus  
Blanchardstown  
Dublin 15  
Tel: 01 8608800  
[dpo@sportireland.ie](mailto: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](mailto: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.

**This policy was last reviewed January 2025**