

Terms and Conditions for Sport Ireland Gov-Enhance Events and Training

These terms and conditions apply to the professional development and networking events provided as part of Sport Ireland's Governance Support Programme, Gov-Enhance. Our events take place online and in person across a range of formats including webinars, conferences, lectures, workshops, classroom-based training courses and networking events. When you register for any of our online or in person events, you are agreeing to the following terms and conditions:

1. Booking and payment

- The Gov-Enhance Programme offers its services free of charge to participants.
- Priority for booking at events with restricted numbers of places (training, conference, networking events, etc.) is given to board members, employees or volunteers of national level organisations operating in the sports sector in Ireland and funded by Sport Ireland.
- Places which remain after priority groups have been notified may be made available to provincial, regional, affiliate units and others working in the sector.
- Where places are available, they will be reallocated to individuals from organisations that Sport Ireland believe will benefit from them most. The decision of Sport Ireland to allocate these places is final.

2. Cancellations and transfers

- As all programmes and events places are publicly funded, we strive to deliver best value to the sport sector. If you have booked a place on a course or at an event and can no longer attend, please notify the Governance Team at the earliest opportunity so that it can be reallocated to benefit others.
- It may be possible to reallocate places to a colleague of the person who made the original booking.
- All cancellation and transfer requests need to be made by emailing governance@sportireland.ie.

3. Event alterations

- Occasionally, the speakers, timings or the format of our events may alter due to unforeseen circumstances. In these circumstances, Sport Ireland will inform attendees of the changes at the earliest opportunity.
- If circumstances require that an event originally advertised as a physical event is transferred to an online environment, attendees will be automatically transferred. Notification will be sent to all attendees advising them of the alteration. Attendees no longer wishing to attend should email governance@sportireland.ie.

4. Use of personal information

Contact details provided to complete the booking process may also be used before, after and during the event in the following ways:

- i. **Before the event**, we will send attendees information such as registration instructions for accessing online events via our delivery platform, or directions to venues for in person events. If the event requires reading or other materials relevant to the training or workshop, we will also send this in advance. If an event is hosted by a trainer either internally or externally, we will also share details of registered attendees' names, job titles and organisations to assist in their planning of the session.
- ii. **At physical events**, attendees' names, job titles and organisation names will be available on a delegate badge for you to wear at the event. Once you have signed into the event at registration you will receive your badge.
- iii. **After the event**, we will send attendees follow up emails with an evaluation form to complete and where relevant slides from the event and relevant resource links and/or invitations to other similar events. Details of attendance such as organisation name at events may be shared within Sport Ireland and with the Department to assess the efficacy of the programme and to improve its service to the sport sector. No personal data will be shared.
 - If the event is hosted at an external venue, that venue may request a list of names, job titles and organisation names in advance of the event taking place to aid planning (for example, to sign in visitors at reception). This list will not contain contact details.
 - Attendees who do not want their name, job title or organisation name to appear on any delegate list, or for their job title and company name to be passed on for the purposes described elsewhere in this section, should notify us at the time of booking by sending an email to governance@sportireland.ie.

4.1. Photography and video

- At some in person events, we may take photos or videos of the event. There will be notification of this at registration. At large events (defined as an event with 50 or more attendees) attendees should assume there will be photography and/or videography in operation.
- If a conference or networking event takes place online, no images are taken, or recordings made during online training events unless this is confirmed in advance of the session.
- By registering for an event, attendees hereby grant Sport Ireland the right to take photographs of them and authorise the use and publication of said images in print and/or electronically.
- No images of people under the age of consent will be taken or published as part of the Gov-Enhance programme.
- **Attendees who do not want their image to be used should notify us prior the event.**
- Online events are occasionally recorded and made available to representatives of funded bodies. Attendees who participate in online discussions, Q&A, etc. should not communicate information which they would not wish others to access through these recordings.

6. Data retention

- Where the attendee list is shared with planners, trainers or third parties to assist in the planning of their event, the holder of the data will be asked to securely destroy the information by no later than seven days after completion of the event.

If you require further information regarding Sport Ireland's Privacy Policy, please see [link to our privacy notice here](#), along with contact information to Sport Ireland's Data Protection Officer.

Data Protection Officer Details

Email: dpo@sportireland.ie