

TIFAM Data Protection and Privacy Policy

1 Purpose

TIFAM respects the privacy of members, children, parents, volunteers, officials, event entrants and other persons whose information it holds.

This policy explains how TIFAM collects, uses, stores, shares and removes personal data.

It applies alongside the General Data Protection Regulation, the Data Protection Act 2018 and other applicable Irish law.

2 Scope

The policy applies to information held through:

- membership and registration systems;
- club-affiliation records;
- event entries;
- competition results;
- coaching and referee records;
- volunteer records;
- medical and emergency information;
- safeguarding files;
- disciplinary files;
- Garda-vetting administration;
- financial records;
- photographs and video;
- email and messaging systems;
- websites and social media;
- paper files;
- personal devices used for TIFAM work.

Affiliated clubs remain responsible for information they control locally.

3 Data-protection principles

TIFAM shall process personal data through these principles:

- lawful, fair and clear use;
- collection for a defined purpose;
- collection of information genuinely required;
- accurate and current records;
- retention for a suitable period;
- secure storage and communication;
- accountability for access and decisions.

4 Information TIFAM may collect

TIFAM may collect:

- name and contact details;
- date of birth;
- age class;
- membership number;
- club;
- emergency contacts;
- relevant medical information;
- accessibility information;
- competition entries and results;
- rankings and records;
- coaching or referee qualifications;
- attendance and training records;
- photographs and recordings;
- payments and expenses;
- complaints and disciplinary information;
- safeguarding information;
- correspondence with TIFAM.

TIFAM shall avoid collecting information lacking a clear organisational purpose.

5 Reasons for using information

Information may be used to:

- administer membership and affiliation;
- organise competitions and training;
- confirm eligibility;
- maintain scores, rankings and records;
- communicate safety and event information;
- provide emergency assistance;
- safeguard children and adults at risk;
- manage volunteers and officials;
- process payments and expenses;
- examine complaints;
- manage disciplinary proceedings;
- meet insurance and legal duties;
- promote TIFAM through suitable photographs and reports.

6 Legal basis

TIFAM shall identify a lawful basis for each use of personal data.

The basis may include:

- performance of a membership or event arrangement;
- legal obligation;
- legitimate organisational interests;
- consent;
- protection of life or physical safety;
- establishment or defence of legal rights.

Consent shall be clear and capable of withdrawal.

Withdrawal affects future use and leaves earlier lawful processing intact.

7 Medical and sensitive information

Medical, disability, safeguarding and other sensitive information receives increased protection.

Access shall be limited to persons who genuinely require the information for:

- safety;
- safeguarding;

- legal duties;
- fair procedure;
- emergency assistance.

8 Children's information

Information about children shall receive careful treatment.

Parents or guardians shall receive suitable privacy information.

Children should also receive an age-appropriate explanation where practical.

TIFAM shall limit publication of identifying details concerning children.

9 Sporting information

TIFAM may publish:

- names;
- clubs;
- bow styles;
- age classes;
- competition scores;
- rankings;
- records;
- awards.

Publication forms part of normal sporting administration.

A request concerning a genuine safety or privacy risk shall receive individual consideration.

10 Photography and video

TIFAM shall communicate photography and recording arrangements.

Images must serve a legitimate:

- sporting;
- educational;
- historical;
- promotional purpose.

Photography is prohibited in toilets, changing areas and personal-care settings.

Images of children should avoid unnecessary identifying information.

11 Sharing information

TIFAM may share necessary information with:

- affiliated clubs;
- event organisers;
- referees and officials;
- T.A.I.;
- host organisations;
- insurers;
- professional advisers;
- Tusla;
- An Garda Síochána;
- lawful public authorities;
- payment or technology providers;
- persons responsible for disciplinary or appeal procedures.

Only information required for the stated purpose shall be shared.

12 Email, messaging and personal devices

Officers and volunteers shall use approved accounts and systems where available.

Personal devices used for TIFAM work require:

- screen locking;
- security updates;
- careful checking of recipients;
- secure removal of local copies;
- prompt reporting of loss or compromise.

Safeguarding and disciplinary information shall remain outside informal group chats and social media.

13 Storage and access

Electronic records shall use suitable passwords and access controls.

Paper records shall remain in a secure location.

Access shall be based upon role and genuine need.

Access shall end promptly when a person leaves office or changes role.

14 Retention

TIFAM shall retain records only for a period justified by:

- sporting administration;
- safeguarding;
- finance;
- insurance;
- legal duties;
- governance;
- historical record.

TIFAM should maintain a retention schedule covering:

- membership records;
- competition results;
- financial records;
- volunteer records;
- qualification records;
- complaints;
- disciplinary cases;
- safeguarding files;
- photographs and publications.

15 Individual rights

A person may ask TIFAM to:

- provide access to their personal data;
- correct inaccurate information;
- remove information where the law permits;
- restrict certain uses;
- provide portable information where applicable;
- consider an objection;
- explain how their information is used.

TIFAM may request proof of identity before releasing information.

16 Data breaches

A data breach includes:

- loss;
- accidental disclosure;
- improper access;
- destruction;
- unauthorised alteration.

A person discovering a possible breach shall report it promptly.

TIFAM shall:

- contain the breach;
- assess the information affected;
- record the circumstances;
- reduce possible harm;
- notify the Data Protection Commission where required;
- inform affected persons where the level of risk requires it.

17 Responsibilities

The Board carries overall responsibility for data protection.

The Secretary or another appointed officer should coordinate:

- privacy requests;
- retention;
- access control;
- breach reporting.

Every person handling TIFAM information must follow this policy.

18 Complaints

A privacy concern should first be raised through the TIFAM General Complaints and Feedback Procedure.

A person retains the right to contact the Data Protection Commission.

19 Review

TIFAM shall review this policy:

- regularly;
- following a serious data incident;
- following a major system change;
- following a change in law or official guidance.