

# Balbriggan F.C.

## *Data Protection Statement*



This is the data protection statement of Balbriggan F.C (the “club”, “us”, “we”, or “our”) and it relates to our privacy practices in connection with our website and online registration system (the “website”). We are not responsible for the content or privacy practices of other websites. Any external links to other websites are clearly identifiable as such.

### **General statement**

Balbriggan F.C respects the rights of users of our website and is committed to protecting your privacy in accordance with the Data Protection Acts of 1988 and 2003 (the “Data Protection Acts”) at all times. We will not collect any personal information (also referred to as **personal data**) about you on our website without your permission or otherwise in accordance with the Data Protection Acts.

(Please see below for a Glossary of technical terms used in this document).

### **Collection and use of personal data**

Except in relation to certain specific features of our website, you do not have to provide us with any personal information (or personal data) to use our website. However, where you elect to give us your personal data through our website via online question forms or registration systems then we will treat your personal information in accordance with this paragraph.

### **Web browsing**

By simply visiting our website you do not disclose, nor do we collect, personal data on you. All that we may know about your visit may be limited to technical data such as:

- The logical address (or IP address) of the server you used to access this website
- The top level domain name from which you access the internet (for example .ie, .com, .org, .net)
- The previous website address from which you reached us
- The type of web-browser you used
- Web traffic data.

The technical data may be used for administrative and statistical purposes and may be shared with our internet service provider. We may use this information to help us to improve our website. This technical data does not provide us with the personal data of visitors to our website.

### **Cookies**

We do not use cookies. Should we decide to use cookies in the future, we will not do so to collect or store personal information without notifying you. [Note: You can change the settings on your browser to refuse all cookies. However, you should note that disabling cookies may result in some parts of the site not working efficiently or in slower downloads].

### **Giving us your personal information**

Please note that where you provide us with your and/or your child’s personal information (e.g. name, e-mail address, home address, date of birth), through a facility provided on our website or directly to us by paper forms, you consent to us:

- Processing and administering your personal data to perform all necessary actions to give effect to your request or instruction; and
- Retaining a record of incoming and outgoing communications (e.g. email).

Information in the forms we receive and send will not be disclosed to any third party without the permission of the sender unless otherwise in accordance with the Data Protection Acts.

Please note that by using Balbriggan F.C's website you are giving us your consent to process your personal data as outlined in this Privacy Statement. Your consent is also provided to any successor or assignee of Balbriggan F.C and/or any of its businesses. We inform all persons who submit their personal data to us of these conditions by this Privacy Statement.

Please note that by using Balbriggan F.C's website you are giving us your consent to pass the required information to our associated bodies (North Dublin Schoolboy League, Metropolitan Girls League, Leinster Senior League and the Football Association of Ireland) for the administration of all contests.

### **Giving us your financial information**

Please note that at no time does Balbriggan F.C hold, or have access, to financial information such as credit card details used on our website. Online payment takes place at our payment processors. No card or account information passes through our servers. We refer you to the privacy and data protection policies of our payment processors.

### **Security of data**

Balbriggan F.C takes seriously its security obligations in respect of your personal data under the Data Protection Acts to prevent unauthorised access to, or alteration or destruction of personal data in our possession.

### **Right of Access**

You have a right to be given a copy of any of your personal data held by us, in accordance with section 4 of the Data Protection Acts subject to certain exceptions. To request a copy of your personal data please send a request in writing to the **Data Protection Coordinator, Balbriggan F.C, 86 Tara Court, Balbriggan, Co. Dublin together with the prescribed fee of €6.35.**

Please note the following important requirements:

- Data can only be provided to the data subject. In case of a data subject aged under eighteen years on the date of receipt of the request, access will be granted only to the parent/legal guardian listed on the online registration system.
- We shall not process an access request unless the prescribed fee of €6.35 is received by cheque or postal money order made payable to Balbriggan F.C; and
- We do not accept access requests via telephone, email or text message.

Balbriggan F.C commits to responding to all data access request within 28 days of receipt of application.

### **Right of rectification or erasure**

If we hold incorrect information about you which was originally submitted by you through this website or paper form, you have the right to have the data amended. Further, you have the right to have any information you have sent to us via this website erased. To request your right to rectification and/or erasure please send your request to us in writing to: **Data Protection Coordinator, Balbriggan F.C, 86 Tara Court, Balbriggan, Co. Dublin** together with:

- Your name and address and/or your child's name of address.
- A description of the specific personal data you wish rectified.
- If you request an erasure of your personal data all your data will be erased subject to the following important notice.

We are not required to rectify or erase your data where to do so would prevent you from meeting your obligations to us or where we are required to process (including retaining) your personal data for a lawful purpose in accordance with the Data Protection Acts.

Please note, a minimum level of data records is required in order to hold membership with Balbriggan F.C. This set of minimum datapoints consists of all data required by our associated bodies (North Dublin Schoolboy League, Metropolitan Girls League, Leinster Senior League and the Football Association of Ireland) and those fields indicated as required on our website.

### **Retention of Expired Members Records**

Upon expiration of a member's registration, records will be held for a maximum thirteen months after the expiration of the membership. Records may be erased early upon request of the data subject following the process set out above.

### **Changes to our Policy**

Changes to our policy may be made with the majority agreement of our nominated executive committee. Changes will take effect 28 days after the date of the vote. All changes will be reflected on this document and posted to the main page of our website.

This policy was last modified on 1st March 2018.

### **Governing Law**

Any claim relating to Balbriggan F.C's website shall be governed by the laws of the Republic Of Ireland without regard to its conflict of law provisions.

## **Glossary of technical terms used**

**Cookies:** Small pieces of information, stored in simple text files, placed on your computer by a web site. Cookies can be read by the website on your subsequent visits so that you can access information in a faster and more efficient way. The information stored in a cookie may relate to your browsing habits on the web page, or a unique identification number so that the web site can "remember" you on your return visit. Generally speaking, cookies do not contain personal information from which you can be identified, unless you have separately furnished such information to the website.

**IP address:** The identifying details for your computer (or your internet company's computer), expressed in "internet protocol" code (for example 192.168.72.34). Every computer connected to the web has a unique IP address, although the address may not be the same every time a connection is made.

**Personal data:** means information about you which can identify you and which is within the possession of Balbriggan F.C (e.g. your name and address).

**Financial data:** means information about your credit cards or other means of payments used on our website.

**Web browser:** The piece of software you use to read web pages. Examples are Microsoft Internet Explorer, Google Chrome and Firefox.