

Sligo RFC Privacy Policy

Sligo RFC is committed to protecting and respecting your privacy and the information that you provide to us.

GDPR is an EU regulation which unifies and strengthens the data protection rights of people in the EU. Enforceable from May 2018, additional expectations will apply to organisations that process the personal data of people in the EU, including EU-based employees or customers.

This policy together with any other documents referred to in it and any other terms and conditions of use, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Irish Data Protection legislation (the Acts), Sligo RFC is the **Data Controller**.

MyClubFinances has been appointed by Sligo RFC to manage Sligo RFC's Membership portal. This requires members, player members, coaches to provide us with information in order to allow us to process this. MyClubFinances is the **Data Processor**. We have an agreement in place with those who process the data on our behalf that they will only process as directed by us and in line with our commitment to you regarding your privacy.

Personal data is required from members as Sligo RFC is a private members sports club and only registered members are insured under current rules of our compulsory IRFU insurance.

This policy applies specifically to the information we gather on the My Club Finances portal and provides you with information about:

- what personal data we collect
- how we use your data
- who we share your data with
- how long we hold onto your data for
- how we ensure your privacy is maintained, and
- your legal rights relating to your personal data.

What data we collect

We may collect the following data, (but is not unlimited to) depending on your category of membership: name, date of birth, gender, address, nationality and school. Players at Youth and Juvenile age groups will be required to provide: copies of birth certificates OR passport and a photograph (head and shoulders) as they will need to be registered with the IRFU (Irish Rugby Football Union).

Details of your visits to the Sligo RFC membership portal are recorded including but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

How we use your data

We use your data to process your club membership and registration with the IRFU. All players must be registered with the IRFU for the purposes of issuing members with an IRFU personal identification number and ID card. This IRFU personal identification is required **on a once-off basis**.

Any parent or guardian of a youth or juvenile player who does not wish to upload a copy of a birth certificate OR passport and a photograph (head and shoulders) online to the Sligo RFC Membership portal can hand over a physical copy of the required documentation to Sligo RFC Membership Secretary, Tom Nielsen. It should be understood that physical copies will still be scanned and emailed to Connacht IRFU for the purpose of producing an IRFU player number and ID card.

Who we share your data with

Your personal data will only be shared with Sligo RFC and the IRFU. Sligo RFC will never resell or knowingly hand over any member details to third parties. Sligo RFC will only use the personal details of any member for communications or promotions in line with agreed consents. We will not share your data with any other third party without your consent.

The current list of adult members of the club (their names) will also be shared on an annual basis with Rochford Gallagher & Co Solicitors to support the annual application to the Courts for Sligo RFC to hold an alcohol licence in line with legislative requirements.

How long we will hold your data

Sligo RFC will retain the personal documentation which is supplied to support the issuing of an IRFU personal identification number and an IRFU ID card (photos, copies of passports, birth certs), up until such time as the IRFU personal ID numbers and ID cards are issued. After this time, all such data will be erased from both the Sligo RFC Membership database and also from the IRFU database. All other personal details associated with membership will be retained for a period of five years after membership has lapsed, after which it will be deleted.

Information relating to match fixtures, games and playlists will be retained indefinitely for the purposes of retaining an accurate historical archive of the club.

How we ensure your privacy is maintained on Sligo RFC's membership portal

We will take all steps we deem to be reasonably necessary to ensure that your personal data is treated securely and in accordance with this Privacy Statement.

While we take these steps to maintain the security of your data, you should be aware of the many data security risks that exist and take appropriate care to help safeguard your information.

Security

Personal information (such as name, address, telephone number, email address) is protected on a computerised system to ensure that loss, misuse, unauthorised access or disclosure, alteration or destruction of this information is not probable. Sensitive information (such as credit card number, account number) is protected by secure server software. This secure software encrypts financial information provided online through the use of the Secure Sockets Layer (SSL) protocol. The real system to process your payments. It prevents anyone else reading your personal and sensitive information while your fee is being processed online. It is your responsibility to keep your password secure at all times to avoid unauthorised use of your Sligo RFC portal account.

Your information is stored on secure servers and appropriate technical and organisational security measures are deployed in the storage and disclosure of your personal data to try to prevent unauthorised access or loss.

Cookies

Cookies are small text files that are placed on to your computer's hard drive by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the website.

The cookies used by this website and their purpose are identified and described in the table below. We will seek your consent to use cookies the first time you visit this website (or on subsequent occasions if the cookie that records such acceptance is deleted). Denial of the cookies used by this website may prevent parts of the website from working properly.

Cookie Name Purpose

Google Analytics

_utma
_utmb
_utmc
_utmz

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect

information in anonymous form, including the number of visitors to the site, where visitors have come to the site from pages they visited.

MyClubFinances.com use acceptance consent_ga. This cookie is used to record if a user has accepted the use of cookies in relation to the MyClubFinances.com website.

Session Cookies ASP.NET_SessionId: These are temporary cookies that remain in the cookie folder of your browser until you leave the site. We use Session Cookies to facilitate smooth navigation and consistency throughout the website. These are defined as essential to the operation of the site and do not contain any personal data.

Most web browsers allow some user control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org.

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

You have the ability to accept or decline cookies by modifying the settings in your browser. However, you may not be able to use all the interactive features of our site if cookies are disabled.

There are a number of ways to manage cookies. If you use different computers in different locations you will need to ensure that each browser is adjusted to suit your cookie preferences.

You can easily delete any cookies that have been installed in the cookie folder of your browser. For example, if you are using Microsoft Internet Explorer 8:

Open 'Internet Explorer'
Click on 'Tools' menu
Click 'Delete Browsing History'
Tick 'Cookies' and click 'Delete'

If you are not using Microsoft Internet Explorer, then you should search for "cookies" in the "Help" function for information on where to find your cookie folder and the controls to manage them.

Where we store your personal data

All information you provide to us is stored on secure servers. Where you have been given (or where you have chosen) a password which enables you to access certain parts of the membership portal, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your legal rights relating to your data:

You have the following rights in relation to data collected on this site:

- the right to ask what personal data that we hold about you at any time
- the right to ask us to update and correct any out-of-date or incorrect personal data that we hold about you free of charge, and
- the right to have any personal data about you deleted.

If you wish to exercise any of the above rights, please email your request to Sligo RFC at joanneharmon99@gmail.com

Modifications to this Privacy Policy:

We will review this Privacy policy on an ongoing basis and will update it when necessary.

Contact

Questions, comments and requests regarding this privacy policy should be addressed to Sligo RFC at joanneharmon99@gmail.com

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