

EVINI WELSH

CLUBS AND REGIONS

DATA PROTECTION POLICY

VERSION 6.0

JUNE 2016

POLICY STATEMENT

- 1.1 Everyone has rights with regard to how their personal information is handled. During the course of our activities Evini Welsh (‘we’) will collect, store and process personal information and we recognise the need to treat it in an appropriate and lawful manner.
- 1.2 The types of information that we may be required to handle include details of current, past and prospective employees, volunteers, management, members, suppliers and others that we communicate with.
- 1.3 The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Acts 1988 and 2002 (the ‘Acts’) and other regulations. The Acts impose restrictions on how we may use that information.
- 1.4 Under the Acts, we are known as the ‘data controller’ of all personal data used in our business. A data controller is the person who or organisation which determines the purposes for which, and the manner in which, any personal data is processed (‘data controller’). As a data controller we have a responsibility to establish practices and policies in line with the Acts.
- 1.5 We require each employee, volunteer, contractor or other worker (‘you’) to fully comply with this policy. This policy does not form part of any employee’s contract of employment and it may be amended at any time. Any breach of this policy will be taken seriously and may result in disciplinary action.
- 1.6 The Data Protection Officer is our representative who is responsible for coordinating compliance with the Acts and with this policy. That post is held by Dairen O’Connor (primarily), Seán Ó Súilleabháin and Seán Power. Any questions or concerns about the operation of this policy should be referred in the first instance to your Data Protection Officer.
- 1.7 If the question cannot be answered internally, the Office of the Data Protection Commissioner based in Pottersfield offers a free service to provide data protection advice to the public. This Office is the authority for data protection in Ireland. The