

UCD AUC Privacy Notice

About Us

This Privacy Notice is for the Athletic Union Council (AUC), which is part of University College Dublin (UCD). Based in UCD Sport, the AUC is the official governing body for sports clubs in UCD. All UCD's sports clubs operate in accordance with the policies and procedures of the AUC. Club membership is open to students, staff and graduates.

You can contact us at the UCD AUC offices, Room 202, UCD Sports Centre, Belfield Dublin 4, or email Suzanne Bailey at Suzanne.bailey@ucd.ie.

UCD fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with The University. Any personal information which you volunteer to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation.

Legal basis for processing

We collect and use personal data based on the following legal grounds:

- We collect the personal data you provide us with based on your consent, in order to manage and maintain our membership and associated activities. If you withdraw your consent or do not wish to provide us with the necessary personal data, we will be unable to manage your membership.
- We use legitimate interest, e.g. for fundraising events.
- We use contract e.g. for coaching employment.
- We use public task when we analyse data of club membership and grant applications in order to secure finance and access to University facilities. We also use public task in terms of the operation of University club activities.
- We process personal data in compliance with legal obligations, e.g. vetting, health and safety training.
- In the case of medical emergency, we use vital interest as the legal basis for using your data and your next of kin data to contact next of kin and to support any medical assessment by emergency personnel. We also use vital interest as the legal basis in terms of the processing of health status information in order to remain compliant with Public Health Regulations during the COVID 19 Pandemic.
- If we use another legal basis for the processing of your data, we are either permitted or required by law to do so; or we will inform you of it in advance, as appropriate.
- The University may – where relevant – process data under The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2017 to meet our legal and social obligations.

Type of Personal Data Processed & Processing Purpose

Record Types:

- Name
- Student/staff/graduate number
- Date of birth
- Confirmation of whether the student is studying 60 credits
- Team assigned to (if applicable)
- Committee role (if applicable)
- Parental Consent (if applicable)
- Coaching qualification (if applicable)
- Safeguarding qualification (if applicable)
- PPS number of coaches (if applicable)
- Address
- Academic Course

- E-mail
- Contact telephone number
- Membership payment status.
- Emergency Contact information (AUC expects that the emergency contact details provided by club members have been supplied with the knowledge and consent of the individuals named as emergency contacts).

Membership Information

The purpose of the AUC and sports clubs collecting and processing this information is to:

- Govern and support the operation of University sports clubs.
- Ensure University rules and best practice are being followed appropriately.
- Supplement University records with sporting information.
- Facilitate the awarding of grants and other sports resources.
- Insure club members.
- Permit access to sports facilities free of charge during club times.
- Communicate with club members on matters relating to their membership.
- Allow alumni records to be up to date with sporting participation.
- Facilitate the registration of members with the National Governing Bodies of their sport for the purposes of competing in competition on behalf of a UCD club.
- To enable the AUC to contact others in the event of an emergency (it is assumed that you have checked with the individuals before you supply their contact details).

Designated club committee members have been provided with access to the above information on their club members only by the AUC for the purposes of running their club activities during their term of office. Access is automatically removed on the conclusion of an academic year.

Club Affiliation, Development and Funding

The purpose of the AUC and sports clubs collecting and processing this information is to:

- Govern and support the operation of University sports clubs.
- Ensure University rules and best practice are being followed appropriately.
- Facilitate the awarding of grants and other sports resources.
- Insure club members.
- To facilitate coaching payments*.
- Verify coaching qualifications.
- Compliance with legislation.
- Registration on courses.

*In the case of facilitating coaching payments time sheets are submitted to the AUC and the name, address, pps number, date of birth, and payment to be processed are shared with Mazars Ireland for the production of pay slips and corresponding returns to the Revenue Commissioners. Files are password protected.

Booking Centre System

UCD Sports club may utilise an online UCD booking system called Booking Centre. This system is within the service portal Infohub and is accessed by UCD sports club members via the student portal SISWeb. Information held on the Booking Centre for each session includes:

- Members name
- Members student, staff or graduate number
- Members email
- Activity date and time
- Location of activity

Designated club committee members have been provided with access to the above information on their club members bookings by the AUC for the purposes of running their club activities during their term of office. Access is automatically removed on the conclusion of an academic year.

On-line Membership Payments System

To facilitate the payment of membership fees online, prospective members can pay their membership fee via an online payment portal on UCD Infohub. In order to process such payments a contract is in place with Global Payments to facilitate the processing of on line membership by individuals with UCD clubs via debit or credit cards.

Credit or debit card data is not held on the UCD Infohub system. Such data is processed by Global Payments and held on the Global Payments server. Such data includes transactional data required for the provision of the services, including card number, cardholder name, date of transaction and cardholder contact information.

The only payment information available to the University and the respective club administrators is that the person paid and the amount they have paid electronically via the system. Designated club committee members have been provided with access to the above information for the purposes of running their club activities during their term of office. Access is automatically removed on the conclusion of an academic year.

Training and Development

The AUC organises training resources and opportunities for volunteer club members to safely lead sport in UCD.

Online Safeguarding

In order to comply with Children First Act 2015, all those working (whether paid or unpaid) with UCD clubs, who undertake activities that may bring them into contact with children or vulnerable adults, must have completed relevant child safeguarding training. The designated training programme for UCD clubs is the Sport Ireland Safeguarding 1. Those working include but are not limited to coaches, leaders, managers, doctors, physiotherapists and massage therapists.

This information is shared with the Sport Ireland tutor and with Dun Laoghaire Local Sports Partnership administrator to operate the course and provide certification to the participants. Information collected by UCD includes:

- Name
- Club name
- Gender
- Date of Birth
- Tel. no.
- Email address
- Zoom username

Emergency First Aid

This information is collected for the purposes of the administration and delivery of the course. The third party course provider is only given access to the participant email address for the purpose of the completion of a health status questionnaire in advance of the course. Information collected by UCD includes:

- Name
- Club name
- Tel. no.
- Email address

Online Club Officer Training, Safety Session, GDPR Training and Dignity and Respect Training

For the purposes of the delivery of the mandatory annual club officer training online the AUC utilises the platform Thinkific. Information required to register an account with Thinkific includes:

- Name
- Club name
- Committee position

- o Email address (option of generic club email or personal email address)

Please be aware that your data is being transferred to the US and that your data protections are lower in the US than the European Union.

Vetting

In order to comply with Children First Act 2015, all those working (whether paid or unpaid) with UCD clubs, who undertake activities that may bring them into contact with children or vulnerable adults, must be Garda Vetted. Those working include but are not limited to coaches, leaders, managers, doctors, physiotherapists and massage therapists.

Consequently, all those seeking to work/volunteer with a club must first complete garda vetting and be deemed suitable by the UCD Athletic Union Council (AUC) to work/volunteer with a UCD club before they are permitted to commence work/volunteer with a UCD club.

Information collected and forwarded to Ireland Active (vetting agent) and the National Vetting Bureau includes: •

Vetting application form including

- o Name
 - o Date of Birth
 - o Address
 - o Tel. no.
 - o Email
 - o Role being vetted for
- Copies of relevant identification (copies are not held by the AUC)

Vetting information that has to be kept by the AUC is password protected and access is restricted to the UCD Sport & Fitness Designated person (See Vetting Policy) and the AUC Executive Secretary.

The purpose of the AUC collecting and processing this information is to:

- Govern and support the operation of University sports clubs.
- Ensure University rules and best practice are being followed appropriately.
- Compliance with legislation.

Accident & Insurance (where applicable)

A copy of accident report forms completed by the UCD Sports Centre Duty Manager with details of the club member (injured party) and relevant witnesses are provided to the AUC Executive Secretary for follow up. This data is used to follow up with the individuals to determine their health status and membership status. Furthermore, it is used as evidence for any insurance claim or legal action taken by the injured party.

Data collected includes:

- Name
- Address
- Student No.
- Contact tel. No.
- Injury sustained (special category data)
- Treatment provided
- Explanation of how the injury occurred

A copy of the accident report form is retained in a secure, access-controlled location. Once complete the insurance claim form is provided to the claimant, no copy of the form is retained. However, the following details are held on a password protected access restricted file.

- Name
- Address
- Student No.

- Contact tel. No.
- Injury sustained (special category data)
- Treatment received (special category data)
- Explanation of how the injury occurred

This information is collected directly from the individual and is retained for the purposes of verifying the insurance claim with the insurance company and also as evidence should a legal case be brought.

The purpose of the AUC collecting and processing this information is to:

- Govern and support the operation of University sports clubs.
- Ensure University rules and best practice are being followed appropriately.
- Processing of insurance claims.
- Record in terms of possible legal action.

Sports Scholarship Application

This information is collected directly from the individual via the University's online applications portal and is retained for the purposes of the University making a decision on the awarding/non-awarding of a sports scholarship.

Data collected includes:

- Name
- Address
- Student No./ Application No.
- Contact tel. No.
- Email
- Injury sustained or underlying illness that would impede sport (special category data)
- Educational attainment
- Personal best/ranking/achievements
- Contact details of referees

The purpose of the AUC and sports clubs collecting and processing this information is to:

- Facilitate the awarding of sports scholarships.

Furthermore, twice each year scholarship recipients return a review form on their sporting and academic performance during the previous semester.

Data collected includes:

- Name
- Student No.
- Modules and grades attained
- Sporting achievements and training regime

The purpose of the collection of this information is to assess the individual's compliance with their scholarship requirements.

Designated club coaches/officers and Sports staff working with clubs have been provided with access by the AUC to the above information on applicants and recipients in their sport only, for the purposes of shortlisting and selecting /reviewing scholarship recipients.

Security and Access Controls

When you give the AUC personal information, we take steps to ensure that appropriate technical and organisational controls are in place to protect it. All information is held on the UCD system. Access to records held on the system for a club is granted to named officers of that club by the AUC. UCD Sports staff working with clubs also have access to the system, as well as the UCD Safety

Insurance Risk & Compliance Office to support the governance and operations of clubs.

In addition to disclosure as permitted or required by law with the relevant authorities, membership information may be shared on a considered and confidential basis with the University.

Club member information will not be shared without explicit consent to third parties outside of the University other than:

- With the National Governing Bodies of Sport for registration with them for competition purposes.
- Where the disclosure is permitted or required by law.
- External service providers to process information about you on the AUC's behalf such as example, the AUC sends payment and financial information to our coaching payment service provider Mazars Ireland.
- UCD Alumni Relations Office and UCD Foundation to facilitate future contact between you, your UCD club, UCD and fellow alumni e.g. university mailings, events, reunions and university related fundraising activities. You can request being removed from the Alumni Relation and Foundation database. (See also the UCD [Privacy statement for alumni](#))

In the case of Thinkific the information will be held within the Thinkific platform. Access to the system within UCD will be strictly limited to those staff members who require access in the delivery of their role. To protect the user's personal information Thinkific take reasonable precautions and follow industry best practices to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed. User data is stored in a server behind a firewall. Access is only available to a very limited number of Thinkific technical employees for support purposes.

In the case of the Dun Laoghaire Rathdown Local Sports Partnership (LSP) the data is held on a shared drive on the County Council IT system which is only accessible to the LSP staff. In relation to the transferring of participant data to Sport Ireland both Sport Ireland and the LSP would be considered Data Controllers in this regard. There is a provision within the LSP Terms and Conditions of funding from Sport Ireland (Section 13) for this Data Sharing. See the below link for further details <https://www.dataprotection.ie/en/dpc-guidance/data-sharing-public-sector>

In the case of Ireland Active, access to the National Vetting Bureau's online system is restricted to one of the three Ireland Active Liaison persons who are authorised to process National Vetting Bureau applications on behalf of member organisations. Consequently, access to vetting applications is restricted to the Ireland Active Liaison persons.

In the case of Mazars, access to the payroll file is limited to the payroll assistant assigned to the AUC account and the payroll senior administrator who double checks the file. The file is password protected.

In the case of Global Payments we send payment and financial information to them (club membership fee applicable and the account to be credited) to administer your payments. Your payment details are handled by Global Payments. Neither UCD administrative staff or club administrators will have access to card details at any stage.

In the case of Safety Ireland access to personal data is restricted to employees of Safety Ireland. Hard copies are stored in a locked file room with restricted access and soft copies stored on a secure server. In some instances, a person's data may be released by Safety Ireland to an awarding body for the purposes of issuing certification for the qualification attained via Safety Ireland.

Retention Periods

When we determine how long we keep your information, we consider a number of factors, such as legal, reporting, and accounting requirements.

- Personal information contained within the grant application and membership system is held indefinitely to support the ongoing relationship between sports clubs, their members, the AUC and the University.
- Vetting information on applicants is retained by the AUC for a period of 4 years from date of application by the applicant. Vetting application forms are retained for 1 month after submission and then deleted.
- Training and development registration records are retained for a period of 4 years from the date of the course. Access to these records is restricted to

the Sports Development office staff.

- Accident forms are retained for 10 years from the date of submission.
- Insurance claim data is held for a period of 10 years from the date of submission.
- Coaching payment records are held for 10 years after the individual concludes employment with a club. • Scholarship applications and review forms are retained for a full academic year after the conclusion of the awarding of scholarships.
- AUC Disciplinary records are retained for the duration of studies/membership plus 7 years. • Event Management Plans and Club Risk Assessments are retained for 10 years.
- Event guest lists are retained for 2 years after the event.
- In the case of Thinkific a user account data is retained as long as the users account is active and UCD maintains its license to use the system.
- In the case of Dun Laoghaire Rathdown Local Sports Partnership the Safeguarding training record is retained indefinitely to facilitate confirmation of completion when required by the participant, as the qualification is transferable.
- In the case of Ireland Active, the online vetting system which is operated by the National Vetting Bureau, stores records of vetting applications for 7 years.
- In the case of Mazars, the file is kept for 6 years.
- In the case of Global Payments no data is held by UCD. Global payments retain transactional data for the duration of the contract with UCD.
- In the case of Safety Ireland the data is held for the duration of the certificate plus one year. However, the name and email address of individuals is held indefinitely to facilitate the development of a training history unless the person indicates that they do not wish their data to be held.

The retention period may be extended in exceptional circumstances and without prior notice including where records may be required by the organisation to defend any legal claims taken against it, in anticipation of same, or on receipt of appropriate advice.

Your Rights

You have a number of rights regarding access to and control of your personal data, including:

- **Right of Access:** You have the right to know what type of personal data we hold about you and to obtain a copy of this data.
- **Right of Erasure:** Under certain circumstances, GDPR allows you to have personal data erased. We will assess whether it is possible to implement such a request but please be aware that we will need to retain certain information about you in order to carry out our lawful functions.
- **Right to Object:** Under certain circumstances you can object to the processing of your personal data. ● **Right to Portability:** Under certain circumstances, you have the right to request that we provide elements of the data you provided to us with in a commonly used, machine-readable format.
- **Right to Rectification:** You have the right to have any inaccurate personal data which we hold about you updated or corrected.
- **Right to Restriction:** You have the right to block the processing of your personal data in certain circumstances. We will assess whether it is possible to implement such a request.
- **Automated Decision-Making:** You have the right to object to automated individual decision-making, but we do not make any decisions about individuals using wholly automated means.

If you have any queries; wish to terminate your club membership; or wish to have your data corrected/amended; or wish to lodge a complaint about the way in which the AUC processes your personal data please contact: Suzanne Bailey at suzanne.bailey@ucd.ie or tel. (01) 7162208 in the first instance.

To make a data subject access request contact data.protection@ucd.ie. Please use our [UCD Data Subject Access Request Form](#).

If you have concerns relating to how we dealt with your concerns you can contact the UCD DPO at gdpr@ucd.ie.

You also have the right to lodge a complaint with the Data Protection Commission, Ireland's supervisory authority for data

protection, but we do ask that you come to the AUC first and give us the opportunity to address your concerns wherever we can. Details of how to lodge a complaint can be found on the [Data Protection Commission's website](#).

Changes to this Statement

We regularly review our privacy statement to ensure that it remains accurate and current. If there are any changes, the AUC will update these pages to tell you. From time to time, the AUC may also tell you in other ways about the processing of your data where appropriate.

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