



Privacy Policy (2022)



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## Document Details

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## Glossary of Terms and Abbreviations

Below is a list of terms and abbreviations used throughout this document:

Term	Description	Abbreviation
Softball Connacht Munster	Regional Committee for the sport of softball in the province of Connacht Munster	SCM
Softball Galway	Regional committee for the sport of softball in Galway	SG
Softball Ireland	National Governing Body for the sport of softball on the island of Ireland	SI
Club	Single and multi-team playing organisations	-
Team	Any team registered in any Softball Galway or Softball Connacht Munster league or competition	
League	Any softball league played in the Softball Galway or Connacht Munster region and overseeing by Softball Connacht Munster	-
Tournament	All official Softball Galway or Softball Connacht Munster one- or two-day competitions	-
Game	Any game of softball played in any Softball Galway or Softball Connacht Munster league, championship or tournament.	-
Player	Any registered member of Softball Galway or Softball Connacht Munster or Softball Ireland who participates in all or part of a league, championship or tournament.	-
Member	Any registered member of Softball Galway or Softball Connacht Munster or Softball Ireland.	-
Umpire	Any person officiating a game under the regulation of Softball Galway or Softball Connacht Munster or Softball Ireland	Ump
Regions	Refers to the regional associations on the island of Ireland (SL / SU / SCM)	-
Under 18	Any player under the age of 18 years	U18
General Data Protection Regulations	Data protection laws within Ireland and the EU	GDPR
Data Protection Act (2018)	Data protection laws within the UK	DPA



## Who are we?

We are Softball Galway (SG), the organising body for the sport of softball in the region of Galway on the island of Ireland. SG is closely associated with Softball Connacht Munster and Softball Ireland (SI), the organising body for the sport of softball on the island of Ireland.

## What laws apply to the collection of personal data?

The following data protection laws are required to be applied to all data handling:

- General Data Protection Regulations – EU Law

## What personal data does SG collect?

The data that we routinely collect included members' names, dates of birth, gender, eircode, team affiliation, phone number and email addresses. A summary table explaining why we require this data is included below. We collect this data from your club at the start of every season.

For some of our members we may have additional information such as committee memberships or umpire training received. We will also keep information relating to disciplinary matters and penalties incurred.

We collect the scores from games you play, which are displayed on our results pages on the Softball SG website ([www.galwaysoftball.com](http://www.galwaysoftball.com)) and social media pages.

## What is this personal data used for?

We use members' data for the administration of your membership, the communication of information, the identification of minors, and the provision of insurance (through SI). Below is a sample of the type of information collected, this is not a complete list and other pieces of information may be requested and required for membership.

Personal Data Item	Reason for Collection
Name	For membership administration and insurance
Date of Birth	To identify U18 players and required for insurance
Gender	To ensure correct batting line-up during games
Postcode	To identify geographical areas in need of development



Team Affiliation	To identify correct player participation during games
Phone Number	To add to messaging group for better communication
Email Address	For the communication of information e.g. AGM notices

## Who do we share your data with?

Your membership data is passed on to SCM & SI, of which you become a member when you are registered with SG. Your name and club affiliation will also be shared with league umpires for safety and insurance purposes. The scores from your games will be publicised on the SG & SCM websites and media pages.

Should your club become involved with an insurance claim, your membership data may be shared with SI's insurance company.

Summary data based on the member data is also used when applying for local and national grants, and example of this would be informing the local sport partnership of the number of players in different age ranges.

We do not pass on your personal data to any organisations other than those indicated above.

## Where does this data come from?

Data for most of our members will come from their club at the beginning of each season or when they update the information, they hold on you with us.

Scoring data comes directly from the results of the games in which your club play.

## How is your data stored?

Membership data held by SG is held electronically and encrypted, with password protection, on a Google Sheet. This information is routinely held on the SG Google Drive, accessible by all members of the SG Committee. The Google Drive password is changed when the SG Committee membership makeup is altered (e.g. following an AGM). The membership spreadsheet password is only shared routinely with the SG Committee members responsible for membership – the SG Secretary ([secretary@galwaysoftball.com](mailto:secretary@galwaysoftball.com)) and SG Treasurer ([treasurer@galwaysoftball.com](mailto:treasurer@galwaysoftball.com)), but may be shared with other SG committee members in other specific circumstances (e.g. data collection for statistical analysis, insurance claims etc.). No hard copies of this data are routinely produced or held by SG.



When this data is shared (e.g. between SG and SI), the encrypted spreadsheet is sent via electronic mail and the password sent separately by text or phone call.

## **Who is responsible for compliance with relevant laws and regulations?**

Under the General Data Protection Regulation (GDPR) and Data Protection Act (2018) we do not have a statutory requirement to appoint a Data Protection Officer. The SG Committee takes a collective responsibility for Data Protection.

## **Who has access to your data?**

Members of the SG Committee and the SI Board have access to members' data in order for them to carry out the administration of the league and competitions.

SG umpires will be given access to limited data in order to administer the games they are officiating (e.g. names, team affiliation, gender and whether or not a player is U18).

Sub-committees of SG may be given access to data for specific tasks, such as communicating information (e.g. names and email addresses). They are not free to use it for any other purpose.

## **What is the legal basis for collecting this data?**

SG collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated, competitive sport.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

## **How can you check what data we have about you?**

If you want to see the basic membership data we hold about you, you should contact the SG Secretary ([secretary@softballcm.com](mailto:secretary@softballcm.com)).

You can contact us with a Subject Access Request if you want to ask us to provide you with any other information we hold about you. Please be specific in your request, as this will help



us identify the relevant information and pass this on to you as quickly as possible. We are required to provide this to you within one month.

## Does SG collect any “special” data?

The GDPR refers to sensitive personal data as ‘special categories of personal data’. SG has interpreted this to include data such as sexuality, religion, disability etc.

We currently do not collect any such special data.

## How can you ask for data to be removed, limited or corrected?

If you wish for your data to be removed, limited or corrected you can contact the SG Secretary ([secretary@softballcm.com](mailto:secretary@softballcm.com)) stating your request.

You may choose not to receive information emails from SG or SI. We do not send any emails on behalf of other organisations. Emails from SG will be sent using Bcc to protect your email address from other registered members.

## How long do we keep your data for, and why?

SG normally keeps members’ data for a maximum of two years after they resign or their membership lapses. This is in case they later wish to re-register, or we need to contact them for insurance purposes. However, we will delete any former member’s contact details entirely on request.

Records of league awards are required for archiving purposes and names cannot be removed from them.

Other data, such as that relating to accounting or disciplinary matters, is kept for the legally required period.

## What happens if a member dies?

SG will normally keep members’ information after they die. A next-of-kin may make a request to delete this information by emailing the SG Secretary ([secretary@softballcm.com](mailto:secretary@softballcm.com)). This will follow the same basis as when a former member requests to have data removed.



## What data breach procedures do we have in place?

If a breach occurs all SG members will be contacted immediately via email. All attempts will be made to retrieve or destroy this data.