



# **Irish Hockey Umpires Association Privacy Notice**

## **Introduction**

Your privacy is extremely important to the Irish Hockey Umpires Association (IHUA) and we are fully committed to providing you with clear and transparent information about how we use your personal information. We value the trust you give us when sharing your personal information and will ensure robust measures are in place to keep your information secure and will only use it for the purposes outlined in this Privacy Notice.

By becoming a member of IHUA and /or using our website ([www.irishhua.com](http://www.irishhua.com)), you consent to IHUA's data practices described in this notice, as well as our Constitution and Bye Laws. If you do not agree to any part of this Privacy Notice, then you should stop accessing the website.

We understand that we are operating in an ever changing environment and we will review this Notice regularly to ensure it is up to date.

## **About Us**

IHUA is a non-profit membership organisation and the governing body for umpiring within Ireland. IHUA is a member of Hockey Ireland, which is recognised by the International Hockey Federation as the regulating and governing body for hockey on the Island of Ireland (including the Republic of Ireland and Northern Ireland).

## **What this Privacy Notice explains:**

- What information we collect about you
- Where and how we store personal information we collect about you

- How we use information about you for contractual purposes
- How we use information about you for legitimate purposes
- How we use your information for statistical purposes
- Other lawful reasons for using information about you
- Why we share information about you
- Marketing
- Your rights in respect of your personal information

## **1. What information we collect about you**

We will collect information that we need to provide services to you and to promote hockey in Ireland, but it is your choice whether you provide all the information we have requested. However, not providing information may affect our ability to provide all of our services to you.

The following is the type of information we will collect about you, although the extent of information we collect will vary, depending on the purpose:

- Your name (and the name of the individual you are acting on behalf of, if they are under 18) and preferred title;
- Date of birth;
- Contact details (telephone, email and postal address);
- Confirmation of the role(s) you undertake in the sport e.g. coach, umpire, umpire coach/assessor, official role in the club.
- Payment and transactional information (for payment of expenses);
- Name of club/school to which you/your child are attached (if this is required);
- Details of qualifications/awards that you hold and training you have undertaken (if this is relevant);
- Reports of coaching, assessments and grading.
- Sound and visual images

## **2. Where and how we store personal information we collect from you**

As part of the services offered to you through the website, the information you provide to us may be transferred to and stored at a destination outside the European Economic Area (EEA). It may also be processed by staff operating outside the EEA who work with one of our suppliers or contractors.

Territories outside of the EEA may not have equivalent legal protections to those that apply within the EEA but we are under a duty to make sure that our suppliers and contractors located outside of the EEA continue to take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Policy. By submitting your personal data to us, you agree to this transfer, storing and processing.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our very 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.

We have put in place security procedures to ensure that your personal information is not damaged, destroyed or disclosed to a third party without your permission and to prevent unauthorised access to it. The computers that store the information are kept in a secure facility with restricted physical access and we use secure firewalls and other measures to restrict electronic access. If we are working with third parties we will require them to have in place similar measures to protect your information.

Only certain officers of IHUA who need access to your information, to perform their role in IHUA, are permitted to collect the information and are granted access to personally identifiable information.

### **We are not responsible for websites we link to**

Our website contains links to websites operated by third parties. We have no control over their individual content. We therefore make no warranties over representations as to the accuracy of completeness of any of the information appearing in relation to any linked websites. The links are for your convenience only. We do not recommend any products or services advertised on those websites. If you decide to access any third party website linked from our website you do so at your own risk.

IHUA may use "cookies" to help you organise your online experience. A cookie is a text file that is placed on your hard drive by a web page server. Cookies cannot be used to run programmes or deliver viruses to your computer. Cookies

are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to save you time. The purpose of a cookie is to tell the server that you have returned to a specific page. For example, if you visit the Website pages, or register with the Website site or services, a cookie helps the Website to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same website, the information you previously provided can be retrieved, so you can easily use the website features that you need.

We may use any of the following cookies:

**Strictly necessary cookies** - These are cookies that are required for the operation of the Website. They include, for example, cookies that enable you to log into the personal and club secure areas of our website.

**Analytical/performance cookies** - They allow us to recognize and count the number of visitors and to see how visitors move around the website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

**Functionality cookies** - These are used to recognize you when you return to the website. This enables us to organize our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

**Targeting cookies** - These cookies record your visit to the website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services or competition management systems) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to access all or parts of our site or to fully experience the interactive features of the IHUA services or websites you visit.

### **3. How we use information about you for Contractual Purposes**

We will use personal information to provide you with our services and to enable you to effectively undertake a role you have consented to undertake directly with IHUA or as part of a club or school affiliated to Hockey Ireland. It also includes those we work with as part of a business or partnership arrangement.

Clubs will provide us with personal information on key roles within their club. This information enables us to communicate with club and club officials to provide core umpiring services. It also enables us to support individuals and groups to undertake their roles in the sport and us to deliver on contractual and legal obligations.

### **4. How we use information about you for legitimate purposes**

We process information about you where we have a legitimate interest to do so – for IHUA this interest is the delivery and promotion of umpiring in Ireland. In some cases this may require us to collect additional information from you or from other sources. The purposes include:

- To respond to questions, comments, complaints and support needs you raise in person or by telephone, email or letter or via our website.
- To provide and promote IHUA and Hockey Ireland competitions

When you join a club to play hockey in Ireland Hockey competitions or events, we need to collect information about you. Some of this information will normally be provided to us by your club.

Photography and media coverage may happen at all Hockey Ireland events by approved photographers, staff, volunteers and journalists. Events may also be videoed and/or live streamed.

Images taken at Hockey Ireland events, social media coverage and reports written by us, or at our request, may be used by IHUA for the purposes of promotion, education and the development of the sport. They may also be

shared with relevant third party organisations for promotional/journalistic purposes.

The results of Hockey Ireland competitions may be provided on our website and through articles.

- **To provide opportunities for umpires to be nominated by their Province and for performance programmes.**

We may ask Provinces to nominate umpires for umpire development programmes. Once an umpire is on the national umpire pathway programmes we will normally request personal information directly from the umpire, parent/guardian to enable us to arrange travel to and participation in competitions.

- **To understand members' needs and monitor the nature and level of Participation in hockey to help develop our services and for funding purposes.**

We need to understand how people engage with our sport in order to develop, monitor and evaluate our strategy. We receive some funding to support a range of programmes and we must provide information to our funding partners to demonstrate that we have achieved the agreed targets. Generally information is provided in an anonymised format; we will advise you when this is not the case.

- **To verify that you have completed any training and suitability checks relevant to the role you undertake.**

If you undertake a role in IHUA where you are required to complete safeguarding training check, we may need to request evidence of both and will maintain a record of when you completed training and when it needs to be refreshed. We may also maintain a record of any other training and professional development you have completed under IHUA.

This enables us to:

- report and verify statistical information that we have to provide to funders;
- invite you to undertake appropriate roles in the organization and,

- invite you to further development opportunities relevant to your stage of development

- **To respond to complaints, concerns or allegations about anyone involved in IHUA activity or delivery.**

If we receive a complaint, concern or allegation, we create a case file containing the details of the matters raised. The file normally contains not only the identity of the complainant but also the other individuals involved in the complaint and other relevant non-personal information.

We will only use the personal information we collect to investigate and respond to the case and to monitor the service we provide. We usually need to share the complainant's identity with whomever the complaint is about and in many cases this will be clear from other details provided in the complaint.

If a complainant does not want information identifying him or her to be disclosed, IHUA will not handle a complaint on an anonymous basis.

*Where a complaint is extremely serious, we may work jointly with Hockey Ireland and potentially a third party and may need to suspend membership of the person under investigation pending the outcome of enquiries. This information will be restricted and only shared on a need to know basis. We may share limited but adequate information through the welfare officers of the relevant club or school to ensure our members are protected.*

## **5. How we use your information for statistical purposes**

Currently we collect information on the gender and age profile of our membership which will help us to know the participation and gender profile of our umpires. We keep this information on an individual confidential and only share it in a statistical format with our funders or national governing body. Accurate information on the profile of those involved in our sport helps us identify areas of under-representation. This information is important in helping us identify where we need to target initiatives and inclusion strategies.

## **Why we share information about you**

We have a legitimate interest in sharing your personal information with our partner organisations, Hockey Ireland, Ulster Umpires, Leinster Hockey Umpires

Association (LHUA) and Munster Hockey Umpires Association (MHUA) and Connacht Umpires.

Information may be shared with other organisations for the following purposes:

- **Competitions and Events**

If you are selected by IHUA to participate in a competition or event that is being managed by another associated organisation e.g. Hockey Ireland, or the provincial associations, we will confirm with the organiser the information that is required to ensure your participation in the event. Any information shared will be limited to what is strictly necessary to achieve this purpose. This is usually limited to your name and contact information, but not always.

We will announce umpire achievements and may refer to individual players through our website and other social media channels.

- **Courses**

If you register for a coaching course we will also need to share your information with the course tutor/s and assessor/s to administer your course and assessment.

- **Statutory/regulatory authorities and other organisations**

On occasions it may be necessary to share information with bodies such as the Health and Safety Executive, Information Commissioners Office, NSPCC, Access NI, Garda Vetting, Garda, PSNI or social services. We may also share information with other relevant organisations to safeguard children and vulnerable adults. Any information that is shared will be strictly limited to what is required to ensure children and vulnerable adults are protected from harm and will be carried out in accordance with the law and relevant government guidance.

- **External Service Providers who are contracted to provide specific services on behalf of IHUA**

We may use the services of a third party provider to help us in certain areas such as electronic communications, book keeping, printing, photography, media coverage, deliveries and market research. In some cases we may be required to



share your personal information such as your contact details with the external provider. We limit the personal data that we share to the minimum required to provide the service and the provider will only be able to use personal data for the specific purposes for which it was shared.

## **Your Rights in Respect of Your Personal Information**

### **Accessing your personal information**

You have the right to see the personal information we hold about you. This is called a Data Subject Access Request (DSAR). You can request a copy of the personal information that we hold by writing to us at the address below. Alternatively, if you agree we will try to deal with your request informally for example by providing you with the specific information you need over the phone.

If we do hold information about you we will:

- describe the information we hold and tell you why we are holding it;
- tell you who it could be shared with;
- provide you with a copy of the requested information in an easy to understand format

### **Objecting to the processing of your personal information**

You have the right to object to any of the processing we undertake by contacting us in writing at the address below. We will respond to your objection within one calendar month of receiving it.

### **Rectification and Erasure**

If we do hold information about you, that you cannot amend, you can ask us to correct or amend any inaccurate or incomplete information by contacting us in writing at the address below. We will either make the requested amendments or provide an explanation as to why we are not making changes.

### **Retention**

Personal information you submit to IHUA will be retained for no longer than is necessary to perform the operation for which you have agreed to the submission of the information.

We need to retain sufficient information about you in the event of an insurance claim in the future so that we can identify you and confirm that you were engaged with us in the relevant capacity for the relevant period. We may need to retain other information to comply with legal or statutory requirements. As the reason for retaining certain types of information varies, the retention periods can vary significantly. Please contact us directly if you require further information on specific retention periods.

### **How to Contact us**

If you want to request information about our Privacy Notice or have any questions or concerns about your personal data, you can email us [irish.umpires@gmail.com](mailto:irish.umpires@gmail.com).

Alternatively, you can contact the Data Officer at Irish Hockey Umpires Association c/o Hockey Ireland, Hockey Ireland Head Office, Newstead, UCD, Belfield, Dublin 4, Ireland

If you are still concerned, you have the right to raise your concern or lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

18 Lower Leeson Street

Dublin 2

D02 HE97

Email: [info@oic.ie](mailto:info@oic.ie)