

WRFC DATA PRIVACY STATEMENT MAY 2018

Wicklow RFC respect your privacy. However, we do need to collect some of data on you to allow us function as a club. Here is how we collect the data, how we use it, and where we share it.

When you elect to join the club, we ask you to give us your personal data, name, address, contact phone and email by filling out forms on our club data processing partner, MyClubFinances.com. For players, we also ask for an image of you, your date of birth, and any medical information you feel we need to know to ensure your safety while you are engaging with club activities. You can view how MyClubFinances.com collect and hold your data [here](#). Wicklow Rugby Club officials, currently the secretary and treasurer, have access to MyClubFinances.com to download members' data.

WRFC shares this data with the coaching team for the squad with which the player is associated. The coaching team may set up a means of bulk communication, such as WhatsApp, or text, and will store the players name and contact details, which in the case of a minor, (under 18 years of age), will be the guardians contact details, on their phone, or on an app. The Club are currently reviewing the process by which coaching teams communicate with players, or players' guardians, and will have an agreed policy on this by December 31st 2018.

Wicklow RFC are required to register all players from aged 6up with the Leinster Branch, and the IRFU. We are also required to register coaches, and their qualifications, and referees with the Leinster Branch and the IRFU. Should you have concerns about what data they hold, for how long, and how they share the data, please contact them directly. (Contact details are at the end of this document.)

Wicklow RFC celebrate rugby and encourage participation through our website, social media and traditional media channels. We publish images and video of members, players and non-players alike, to demonstrate the fun of being involved. We also record the images for archivist reasons. (We recently celebrated our 50th anniversary, and archive images formed part of this celebration.) We also use video as a coaching tool and may share imagery within the squads. We seek your consent to take and share your image, when you join the club, and when you renew your membership. Should you not wish us to use or store your image, please let us know.

Coaches, managers, and club officials who volunteer with young players and/or vulnerable adults are required to undergo Garda Vetting. This is a legal requirement, and we share the information you give us with the An Garda Siochana. The data we require from you includes proof of your identity, residence, and any criminal record you may have. This data is held for the amount of time it takes for the member to be vetted, and on receipt of confirmation that the member has been vetted, or has not been vetted, the data is destroyed. The data is held by the Child Welfare Officer in a secure place.

We may also get information from you through your communication with us, e.g. your contact details, and data shared by you through correspondence with us. Our current policy is not to destroy or delete this data, as some of the data collected is of archivist interest. However, the introduction of GDPR has focused attention on this aspect of data collection, and we are currently categorising data received, and proposed destruction/deletion timelines. We will complete our review of this policy by May 2019.