

Olympic Handball Ireland Data Protection Policy

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Version& Date:		Author:	
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Purpose of the Policy

Olympic Handball Ireland has legal obligations in respect of the way it obtains, retains, uses, and discloses and disposes of personal data relating to employees, officers, volunteers, members and any other related individuals (e.g. contractors, consultants, suppliers or other third parties). Olympic Handball Ireland operates across two jurisdictions: the Republic of Ireland and Northern Ireland. As such, we are committed to complying with the data protection laws applicable in each jurisdiction. These include:

- The EU General Data Protection Regulation (EU GDPR) and the Data Protection Act 2018, for the Republic of Ireland.
- The UK General Data Protection Regulation (UK GDPR) and the UK Data Protection Act 2018, for Northern Ireland.

The purposes of the Policy are the following:

- a) Outline the legal requirements and principles of data protection.
- b) Provide practical guidance on the responsibilities of data processors to ensure compliance with data protection laws.
- c) Specify what the rights of an individual are.
- d) Safeguard the reputation of the Association.

Please note that this policy is not meant to be a summary of Data Protection Law or an exhaustive list of data responsibilities.

Compliance Framework:

Olympic Handball Ireland's policies and practices are designed to meet with the legal requirements of both Republic of Ireland and NI legal frameworks as referenced above.

Definitions

Below are definitions of some important terms used in data protection.

Data Subject is the living individual, to whom the personal data relates to, and may be identified from that data.

Personal data means data relating to Data Subject, on its own or in conjunction with other data that is in the possession of Olympic Handball Ireland.

- a) This information can be held on paper, electronically, visually (e.g. CCTV) or provided orally (e.g. phone).
- b) Information can include contact details, medical records, or credit history.

Special Category Data data means personal data relating to a living individual:

- (a) the racial or ethnic origin, the political opinions or the religious or philosophical beliefs of a data subject.
- (b) whether the data subject is a member of a trade union.
- (c) the physical or mental health or condition, sexual life and/or sexual orientation of the data subject.
- (d) the commission or alleged commission of any offence by the data subject.

Data Protection Law means all legislation, regulations and applicable codes of practice relating to the processing, protection and privacy of Personal Data.

Approved Systems covers any of the designated methods of data collection, storage and deletion approved by the Board of Olympic Handball Ireland. These include any online system used by the association, laptops, and hard drives of the Directors, volunteers and employees, and hard copies of records which may be required.

Security of data means that all electronic data should be formally risk assessed and should be subject to appropriate protections including passwords, and all printed or written hard copies of data should be secured when unattended.

Processing is defined under the Data Protection Laws and can include collection, modification, transfer, viewing, deleting, storage, back up, archiving, retention, disclosure or personal data and images.

Data Controller is the person who decides what personal data is required, how personal data is used and the appropriate retention period for the data is processed

Data Processor is the person who processes personal data on behalf of Olympic Handball Ireland

Key Principles

All Olympic Handball Ireland employees, officers, volunteers, members and any other related individuals (e.g. contractors, consultants, suppliers or other third parties) are required to adhere to the following data protection principles:

- Obtain and process data fairly and lawfully.
- Retain it only for one or more specified, explicit and lawful purpose.
- Use and disclose it only in ways compatible with these purposes.
- Keep it safe and secure, taking all appropriate measures against unauthorised or unlawful access to personal data. Electronic data should be password protected, and hard copies are secured when not attended.
- Keep it accurate and up to date.
- Ensure that it is adequate, relevant, and not excessive.
- Retain it for no longer than is necessary for the specified purpose or purposes.
- Give a copy of his/her personal information to the individual on request.
- Transfer of personal data outside the European Union is permitted only following appropriate risk assessment.

Data Collection

Olympic Handball Ireland may collect the following information about you through our membership and event systems and/or our digital media platforms:

- Name.
- Postal Address.
- Email Address.
- Contact Number.
- Date of birth.
- Your IP address (which is a unique identifier that computers and devices use to identify and communicate with each other) which is automatically recognised by the web server.

Data Transfers Across Jurisdictions

To facilitate national and international operations, Olympic Handball Ireland may transfer personal data between the Republic of Ireland, Northern Ireland and with the European Handball Federation/International Handball Federation. All such transfers will comply with:

1. The EU-UK adequacy decision, which currently permits the free flow of personal data between the two jurisdictions.
2. Any future regulatory updates or changes to adequacy agreements. Olympic Handball Ireland will take appropriate and reasonable safeguards to ensure data security during cross-border transfers.

How we use your information

We may use your personal information for several purposes, including:

- Dealing with your enquiries.
- Managing and processing your membership account.
- Processing entries for national and international events and training camps. Running Olympic handball programmes and projects.
- Use of visual data (e.g. photographs, filming or recording) for digital and print media. Notify you about Olympic handball and related events.

Disclosure of Personal Information

Olympic Handball Ireland will only disclose personal data to third parties if the data subject has consented to such disclosure, if Olympic Handball Ireland is entitled to do so for legitimate purposes or is obliged to do so under law. Olympic Handball Ireland will only share data what is required for those purposes. Olympic Handball Ireland will ensure that any third party have adequate processes in place to protect the security of your data. The data Olympic Handball Ireland collect from you may be transferred to a destination external of Olympic Handball Ireland's own secure network.

By submitting your data to Olympic Handball Ireland, you agree to the transfer, storing or processing of it. Olympic Handball Ireland will take all reasonable steps to ensure that your data is treated securely and in accordance with this policy.

Under the Data Protection Law, you are entitled to access any personal data which Olympic Handball Ireland hold about you. Any such requests are deemed subject access requests. You may be required to provide photographic identification as proof of identity. Examples of identification are driver license, passport. Olympic Handball Ireland will respond to your subject access request within 1 month.

Data Retention

Any data which Olympic Handball Ireland collect from you will be deleted within three years of you not playing an active part in Olympic handball activities.

Policy Monitoring and Escalation

Given the evolving nature of data protection regulations, Olympic Handball Ireland will:

- Regularly review compliance with both EU GDPR and UK GDPR.
- Monitor developments in the EU-UK adequacy framework and adjust processes accordingly.
- Update this policy as necessary to reflect changes in data protection law or practice.
- In addition, a formal periodic review will be undertaken in line with our procedures for policy review.

Olympic Handball Ireland has a zero-risk appetite for data protection policy breaches. Any unauthorised or unlawful processing of data, including unauthorised access to, or alteration, disclosure or destruction of, the data and accidental loss, potential loss or destruction to personal data is a breach and must be immediately reported to the Board of Directors.

Appropriate corrective action will be taken, including escalation to the office of the Data Protection Commission / Information Commissioners Office where such breaches are deemed appropriate. Olympic Handball Ireland will deal with regulatory authorities and law enforcement agencies in an open, transparent and co-operative manner.

In the event of a data breach, Olympic Handball Ireland will adhere to the following procedures:

- Breaches involving individuals in the Republic of Ireland will be reported to the Data Protection Commission (DPC).
- Breaches involving individuals in Northern Ireland will be reported to the Information Commissioner's Office (ICO)
- An internal Breach Management Policy will guide the process to ensure swift and appropriate responses to incidents.

Responsibility

The Board of Directors is responsible for ensuring that Olympic Handball Ireland meets the requirements of the Data Protection Law. The Board will ensure that appropriate processes and systems are in place to all employees, officers, volunteers, members and any other related individuals (e.g. contractors, consultants, suppliers or other third parties) processing data. This policy will be reviewed at least every three years by the Board, or more often as relevant law, regulation or practice dictates.



This policy has been endorsed by the Board of Directors at Olympic Handball Ireland, and signed by the Chair on behalf of the Board of Directors:

A handwritten signature in dark ink, appearing to read "Fintan Lyons", written over a horizontal line.

Fintan Lyons (Chair)

Date: 30/03/2026