

Data Protection Policy

Introduction

The IDBA is committed to protecting and respecting your privacy rights and complying with our obligations under the General Data Protection Regulation. The association is required to adhere to the data protection principles as set out in Article 5 of the GDPR¹, meaning that information must be collected and used fairly, stored safely and not shared with any other person unlawfully.

Personal Data and Legal Basis

The following table sets out the identity data we collect and the purpose for that collection:

Method of Collection	Information Collected	Purpose of Information
Membership Form	<ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Contact details (email and phone number) 	This information is required as without it we cannot enrol you as a member of the association.
Garda Vetting Form	<ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Date of Birth ▪ Contact details (email and phone number) <p><i>Documents which validate identity these include:</i></p> <p>Group 1:</p> <ul style="list-style-type: none"> ▪ Current passport (any nationality) ▪ Current driving licence ▪ Original long form birth certificate ▪ Irish certification of naturalisation <p>Group 2:</p> <ul style="list-style-type: none"> ▪ Birth certificate (any EU country) ▪ Marriage/Civil partnership certificate ▪ EU National ID card ▪ Bank/Credit Union/Building Society Account Confirmation Letter ▪ Current UK Driving Licence ▪ Bank/Credit Union/Building Society Statement (must be less than 3 months old) ▪ Utility Bill ▪ Department of Social Protection Document (statement of benefit entitlement) ▪ Revenue Income Tax Statement ▪ National Age Card 	This information is required as without it we cannot satisfy our legislative and policy requirements regarding the safeguarding of children, young people, and vulnerable adults.

¹ <https://dataprotection.ie/en/individuals/data-protection-basics/principles-data-protection>



Sharing/Disclosing Personal Data

We will only share personal information where required by law to do so. Association member's personal data is not shared with any third parties unless they consent to do so.

Storage of Personal Data

Members personal data is stored with the IDBA Secretariat on a password protected file.

How long Personal Data is Stored

The personal data we collect and hold in respect of membership applications is held for the period of 12 months. Personal data we collect and hold in respect of Garda Vetting is held for a period of 36 months. After these periods data is deleted. Members are requested to resubmit their personal data via the association application form annually and via the Garda vetting form triennially.

Review of this Policy

The review date for this policy is **1st May 2027** or when changes are required considering any legislative changes or guidance in respect of data protection.

Further Information

For further information or any concerns regarding the IDBAs data protection please contact the IDBA Secretary, Dympna Watson at info@dragonboat.ie.