



ISRS Privacy statement

General

Subject of this Privacy Policy

The Irish Soccer Referees Society is a nationwide representative body for those referees who join the organisation as a member. Society represents its members as an affiliated member of the Football Association of Ireland and negotiates on its members' behalf when so required.

The ISRS is structured through an elected Executive and a branch network throughout the Republic of Ireland.

This policy explains when and why we, the Irish Soccer Referees' Society, collect personal information about our members, including through our Branch network, and how we use it; keep it secure and Society member's rights in relation to it. This includes all classes of membership at the time of coming into force of this policy. We will collect, use and store personal data, as described in this Data Protection Policy when members engage with Society through the Executive and/or through our Branch network. Engagement will normally be through membership of a local Branch of the ISRS. It is incumbent on all Branches to comply with this Privacy Notice.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. Members are advised to check our Society website



regularly for any amendments (<http://isrsireland.ie/>). We will only share a member's personal data with any third parties as outlined below.

Where the term 'ISRS' is mentioned and unless otherwise stated, it shall have the meaning of referring both to the Executive and Branch structure (operational entirety) of the organisation in how this policy operates.

Personal data

For the proper and smooth running of Society and its objectives as a representative body of its members, the ISRS will, from time to time, hold such personal data of its members as is required to carry out its work on behalf of its members. Personal data includes particulars on personal or factual circumstances of a specific or determinable individual person. This will include for instance information such as name, address, date of birth, telephone number and email address.

Information that cannot be linked to a specific or determinable individual - such as statistical data - is not considered as personal data and may be used to assist and determine ISRS policy from time to time.

Responsible person

For the purposes of the GDPR, The Society's General Secretary and Data Protection Administrator/Membership Registrar will be the "controller" of all personal data we hold about our members. The General Secretary and Membership Registrar is responsible for making sure Society complies with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988-



2018. We will review personal data every year to establish whether we are still entitled to process it or not.

Member's rights

Members have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in **certain circumstances**
- To object to or restrict how your personal data is processed in **certain circumstances**

Specific use and sharing of personal information

A member's personal data (name, address, email address, telephone number and date of birth) will only be used for the purposes of membership management and trusted third parties (see below). A member's email and telephone number may be used for communication about news/work, meetings (Branch and delegate) of Society and other important notices etc., such as for FAI seminars and training modules.

The Lawful reasons for processing your data.

We have the following lawful reasons for processing a member's data, which are:

- Consent - Processing of a member's data is necessary for the administration of their membership of ISRS and the business objectives



of Society. The ISRS will perform a range of representative duties and obligations on behalf of its members such as, for example, the negotiation of fees and expenses agreements with the FAI;

- Legitimate Interest – pursuit of ISRS objectives in the promotion of members’ interests;
- Legal requirement – in the processing, for example, of personal injury policy claims and or in the cooperation with lawful authorities of the State.

Data processed as a requirement of managing your membership of ISRS

Type of information	Purpose	Shared with
Member's address, telephone numbers, e-mail address	Managing the Member’s membership of ISRS and insurance purposes.	Branch Committee; ISRS Executive Committee and Relevant FAI
Dates of when membership commenced and ended.	Managing the Member’s membership of Society and Society insurance purposes.	Referees Department and relevant personnel for the purposes of organising education, training and annual seminar completion.
Date of birth / age related information.	Managing membership categories which are	



	<p>age related and to inform ISRS policy and decision-making in relation to, for example, recruitment, retention of referees.</p>	
Gender	To monitor and promote gender equality across the organisation	
Emergency contact details.	Contacting next of kin in the event of emergency.	Emergency services
Licensing/Qualifications	Grade of Referee for managing membership and for monitoring licensing arrangements to inform decision-making and policy decisions of ISRS.	



Please note data processed for compliance with insurance purposes must be kept for 6 years from the end of your membership and is therefore exempt from your right to erasure under GDPR.

Enquiries and other communications with Society

When enquiring about Society we may hold your details for a period of time to deal with the enquiry. Any emails and other communications with Society will only be retained for a period of time appropriate to the content or request.

Society emails will be erased on a regular basis.

Children

Parents or guardians of any members between the ages of 16 and 18 who sign the membership form on behalf of the member are giving their permission for the data to be used as described elsewhere in this policy.

Applicable Data Protection Law and Commitment to Data Secrecy

All ISRS branch committees and ISRS Executive are subject to the regulations of the General Data Protection Regulation (GDPR) and other relevant national data protection laws such as the Data Protection Acts 1988-2018.

All Executive members of ISRS have committed themselves by signature to adhere to data secrecy and data compliance when handling personal data of its members and are limited in terms of access as set out in this document.



Information Security

By means of technical and organisational security measures, ISRS is committed to doing their best to protect personal data from loss or misuse and will implement necessary security measures to meet this objective.

Personal data is processed only in systems which are protected by appropriate security measures according to the ISRS IT Security Policies.

ISRS will modify the security and data protection measures as much as necessary in the light of technological progress.

The Data Controller will process membership information electronically and in paper format. All information retained on a database shall be *on a secure computer in the control of the General Secretary/Membership Registrar*. A backup of this information will be held on (insert other places data is held). Paper copies of data will be held at the address of the General Secretary and secured by locked filing cabinet.

If it is necessary to transport data, for example, for delegate or executive meetings, it will be kept secure at all times.

Branch Secretaries will also process and hold information pertaining to ISRS members and necessary information will be made available to secretaries by the General Secretary only as required and is necessary from time to time.

In the unlikely event of a breach of the security of data we will notify members promptly where it is required under GDPR to do so.



Data Subjects Rights

ISRS respects the fundamental rights and freedoms of data subjects. GDPR increases the privacy rights of the data subject. Under this regulation our members have the right to:

Under data protection legislation, members have a set of rights. Members can exercise these rights in relation to their personal data that is processed by the ISRS, provided that any necessary legal requirements are fulfilled.

Members have a right to:

- to be informed about the processing of your personal data
- to access your personal data
- to the rectification of your personal data
- to the erasure of your personal data
- to data portability
- to object to the processing of your personal data
- to restrict the processing of your personal data

Withdrawal of Consent

Members have the right to withdraw their consent at any time in the future, without affecting the lawfulness of the processing based on the consent before its withdrawal.



Exercising your Rights

A member may make a Data Subject Access Request to exercise any of their rights as outlined above. The member must make this request in writing and send it by email or by post to the ISRS Data Protection Officer at:

Data Protection Officer

C/o TJ Grant

General Secretary

ISRS

Redshire Road,

Murrintown,

Co. Wexford.

Please be aware that we might ask for a proof of identification in order to protect your information against unauthorised access but we are also mindful of the principle of data minimisation in such circumstances.

All of these rights may be restricted by national law in certain circumstances (for example, the prevention and detection of crime).

Right to lodge a complaint

Members have the right to lodge a complaint with the Data Protection Commission authority if a member believes that their rights have been violated. For further information on the complaints process, please [click here](#).



Data Sharing and Recipients

Generally, only the members of the relevant Branch Committee and members of the ISRS Executive are entitled to receive information about our members. In general, ISRS will not sell or lease personal data of any of our members to any third party. The ISRS will provide information to third parties only on the basis of statutory regulations or legal requirements and/or under the following set of limited circumstances without additional notice to you:

- The ISRS will share certain personal information as is only strictly necessary in order to process an insurance policy claim on behalf of a member through our personal insurance provider;
- Trusted third parties in connection with the provision of relevant services and supply of goods to members. For example, as an affiliated body to the FAI, we will, on occasion and only when necessary, provide your name, contact details and date of birth to the FAI to assist, where only necessary, in the administration of your annual registration with the FAI Referees' database following completion of annual modules and seminars and to address any other relevant queries that may arise in relation to same.
- Affiliated or unaffiliated third parties that are under contract to perform services for or on behalf of the ISRS. In such a scenario, the ISRS will conclude appropriate data protection contracts/third party processing agreements with these parties if and when it is necessary to do so.
- Other persons or organisations as permitted by applicable law or regulation such as law enforcement personnel and agencies for the purpose of meeting national security requirements or as part of a legal



process in order to protect our property or in furtherance of an investigation regarding a breach of ISRS rules and policies, unauthorized access to or use of ISRS IT equipment or any other illegal activity.

Retention and Erasure

In general, the ISRS is processing personal data as long as it is required for the purpose for which we use it. We will determine how long to retain the data based on the following requirements:

- Operational requirements: such as the length of time that information is needed in order to provide services to our members;
- Legal requirements: such as where ISRS needs to retain records for a certain amount of time in order to comply with the law.
- Each individual member/Branch Secretary is responsible for keeping the General Secretary/Membership Registrar informed of changes to their data membership base (e.g. address/telephone number etc. and this is updated at least once a year at renewal of membership and each individual member/branch secretary are at that time authorising Society to hold such data on file.
- The personal information data on members shall be kept on file at the General Secretary's home address and/or Membership Registrar's home address, in a secure area. The data will be normally be kept for as long as only strictly necessary.
- It may be kept for a longer period for reasons of legal and civil action or other ongoing case management. Name, address and length of



membership will be kept for up to 6 years for management of historical insurance claims.

- Names and addresses may be kept indefinitely for reason of historical significance – e.g. on Society gifted plaques and other awards or for the retention of historical records in relation to the history of Society.

Archived data is recorded on storage media/paper records, accessible only for authorised ISRS Executive personnel. After the legal retention period has expired, the data is deleted.

ISRS Website

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.



Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content,



including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Analytics

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on our website, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where we send your data

Visitor comments may be checked through an automated spam detection service.

Updates to this data privacy policy

ISRS may in its sole discretion, update this information by posting the amended information on this site.



This information was last updated on **1st November 2021**