

Dublin & District Schoolboys/Girls League – Privacy Notice



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PRIVACY NOTICE

WHO ARE WE?

We are Dublin & District Schoolboys/girls League Limited (“**DDSL**”) with an address at FAI HQ, National Sports Campus Abbottstown, Dublin 15. DDSL is the data controller in respect of personal data which we collect and process to provide our services.

As an affiliate body to the FAI with overall responsibility for managing Association Football in Ireland, we at the **DDSL** will often have reason to process information (“**Personal Data**”) of those who interact with us directly and others who are involved in the game at various levels in Ireland.

This notice sets out the basis on which any personal data we collect from you, or from others, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

Our data protection contact may be contacted at dataprivacy@ddsl.ie

DETAILS OF PERSONAL DATA PROCESSING

In the course of our business, we collect and process the Personal Data as set out in this Notice. This may include data we receive directly from a Data Subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, business partners, sub-contractors in technical, payment and delivery services, credit reference agencies, government bodies and others).

We will only process Personal Data for the specific purposes set out in this Notice or for any other purposes specifically permitted by the applicable law. We will notify those purposes to the Data Subject when we first collect the data or as soon as possible thereafter.

WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?

“Personal data” means any information relating to you which allows us to identify you, such as, your name, contact details, order number, payment details and information about your access and use of the DDSL platform.

“Special category data” refers to more sensitive personal data which requires a higher level of protection, such as data relating to your health, religious beliefs, or political opinions. This sensitive data can only be processed under strict conditions.

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While applying to avail of and when using DDSL’s services, we collect the following personal data:

CATEGORY	PERSONAL DATA PROCESSED
	<ul style="list-style-type: none"> • Name • Address • IF applicable parents Contact details • Date of Birth
	<ul style="list-style-type: none"> • Nationality
	<ul style="list-style-type: none"> • Email
	<ul style="list-style-type: none"> • Mobile
	<ul style="list-style-type: none"> • Photograph
	<ul style="list-style-type: none"> • Identification
	<ul style="list-style-type: none"> • Criminal data for garda vetting (if you are assuming a responsibility within DDSL)
	<ul style="list-style-type: none"> • Medical data if applicable
	<ul style="list-style-type: none"> • Prior club information if applicable

The purpose of Us processing your personal data is for tracking statistics and performance details across all DDSL matches played in Ireland and maintaining records of those involved with the DDSL at all levels in Ireland, including referees, coaches, volunteers and others engaged in the running of clubs, including preparing public facing directories of certain of this information.

The personal data we collect, details of the processing activity and the lawful basis is as follows:

PROCESS	DESCRIPTION OF DATA, PURPOSE OF PROCESSING AND USE	LAWFUL BASIS
member set up	<p>name, address, contact details, email, mobile, parents contact details, photograph, ID, medical data, criminal data. We use this data to set you up as a member on our systems and to liaise with you about your membership and matches that are scheduled.</p> <p>We process your data from our ‘Fusion’ software where you upload your personal data to.</p> <p>This data can then be shared with the FAI via their ‘Connect’ system. Details on the approach the FAI take on privacy are available at www.fai.ie/privacy-policy</p> <p>When corresponding with us by phone, e-mail or otherwise, we ask you to disclose only as much information as is necessary to provide you with our services or to submit a question/suggestion/comment in relation to our website or our services.</p>	Legitimate Interests & Consent (medical and/or criminal data provided with Consent)

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Sales and marketing	<p>name, address, contact details, communication preferences. We use this data to deliver information about our products and services and subscribe you to the DDSL newsletter, where you have subscribed to receive same; to send you invites to events etc.</p> <p>We may use this data to conduct market research to gain an insight into the preferences and behaviours of our members and supporters.</p> <p>You can opt out of our marketing by emailing dataprivacy@ddsl.ie</p>	Consent
Finance	<p>name, address, contact details, email, financial information. We use this data to ensure payment of our invoices; for internal and external auditing and to make appropriate financial returns to revenue; to process payment of invoices etc.</p>	Legitimate Interest & Legal obligation
Supply Chain	<p>Supplier (and their employees’) names, contact details, financial information. We use this data to set you up as a supplier on our system; to liaise with you on projects that we are undertaking with you, to provide you with information and to process payment of your invoices.</p>	Contract/Legitimate Interests
Recruitment/HR	<p>Information from a CV, a cover letter, your name, address, e-mail address and phone number. CVs should include information relevant to your employment history and education (degrees obtained, places worked, positions held, relevant awards, and so forth). We ask that you do not disclose sensitive personal information (e.g. gender, height, weight, medical information, religion, philosophical or political beliefs, financial data) in your application. We use this data to screen candidates, to assess suitability for roles and to make offers to successful candidates.</p>	Contract/Legitimate Interests
Complaints	<p>To process and respond to any enquiries, requests and complaints you may submit to us</p>	Legitimate Interests
Website data	<p>We collect data from cookies on our website. See our cookie policy for more information. We use this data to administer and improve our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes; as part of our efforts to keep our website safe and secure; to measure or understand the</p>	Legitimate interests and/or consent – depending on Cookie use

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	effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you.	
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When you become our member, the processing of your personal data, and/or that of members of your team who you nominate to liaise with us, will become a condition of the contract between us as we require certain information in order to be able to provide you with our services (e.g. contact information). In those circumstances, if you do not provide your information when requested, we may be unable to provide our services to you.

WHAT INFORMATION ABOUT YOU DO WE OBTAIN FROM OTHERS?

When you use our services, we may obtain the following categories of personal data from others:

Social media - We may receive information about you from social media platforms, such as Facebook, Twitter, LinkedIn and Instagram, when you interact with us via such platforms. This includes information which you provide to us or otherwise make available via such platforms.

Clubs - If you play, volunteer or are otherwise involved with a club we may be provided with your Personal Data in our role as the DDSL as an affiliate to the FAI.

Affiliates - If you play, work for, volunteer or are otherwise involved with an affiliate we may be provided with your Personal Data in our role as the DDSL.

Event Organisers - We will often engage the services of third parties to assist us in running and operating events. When you attend or express an interest in such an event we will often be provided with your Personal Data.

Business and organisation - If you work for or are otherwise involved in a business or other organisation (such as a charity, school or voluntary group) that seeks to collaborate with, contribute to or otherwise become involved with the DDSL or one of our affiliated bodies then we may be provided with your Personal Data.

WHO DO WE SHARE YOUR DATA WITH?

We share your personal data with our selected business associates/ suppliers and contractors to provide you with our services. For example, these business partners may include our web hosting provider and our IT service providers. We may share your Personal Data with any member of the Irish Football ecosystem such as FAI affiliates, clubs and organisations based outside of Ireland.

In addition, we may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If we or substantially all of our assets are acquired by a third party, in which case information held by us about our members will be one of the transferred assets.

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- If we are under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect our rights, property, or safety, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
- As part of a project with other companies in the FAI affiliate Group.

We attach at **Schedule 1** a list of all data processors, who process data on our behalf, with whom your personal data is shared

HOW LONG DO WE KEEP HOLD OF YOUR INFORMATION?

We only collect the amount of personal data that is necessary for us to fulfil our obligations. We will only keep that data for certain periods. The time periods for which we retain your data depends on the type of personal data and the purposes for which we use it. We will keep your personal data for no longer than is required or permitted.

For further information on the periods for which your personal data is kept, please see our data retention policy which can be accessed here <https://ddsl.ie/governance/>

DO WE TRANSFER YOUR INFORMATION OUTSIDE THE EUROPEAN UNION OR EUROPEAN ECONOMIC AREA?

The DDSL do not transfer your data out of the EU. All data is processed and stored within the EU.

For details on the data processing activities of the FAI please see details in their privacy notice at www.fai.ie/privacy-policy

IF YOU ARE UNDER 16 OR A PARENT/LEGAL GUARDIAN

If you are under the age of 16, you should always speak to your parent or legal guardian before you send us an email or information, ask us to send you any information, subscribe to our Newsletter, purchase anything from us or provide us Personal Data in any other way. We will need the consent of your parent or legal guardian before we can allow you to access the content on our website.

If you are a parent or legal guardian of a child whose Personal Data we are processing, then you may at any time request that we stop processing the Personal Data of your child in so far as we are able, or exercise the rights listed below over your child's Personal Data by emailing us at dataprivacy@ddsl.ie. Please note that before we disclose or otherwise process a child's Personal Data on the basis of such a request, we may first request that you provide reasonable information about yourself and your child for identification purposes.

AUTOMATED DECISION-MAKING, PROFILING, AI

We do not use any form of automated decision-making, profiling or AI in our day-to-day processing activities. If this changes in future, details of this processing will be included here.

WHAT ARE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA?

You have the following rights:

- to request access to any Personal Data held by us relating to you (a “Data Subject Access Request”). To make a Data Subject Access Request, please email us at dataprivacy@ddsl.ie.
- to have any inaccurate or misleading data rectified, corrected or erased (subject to certain statutory restrictions).
- to restrict the processing of Personal Data in certain circumstances.
- not to be subject to a decision based solely on automated decision-making including profiling (subject to certain statutory restrictions).
- to data portability, which allows individuals to move, copy or transfer Personal Data from one IT environment to another. You can request to obtain a copy of your Personal Data in a commonly used electronic format so that you can manage and move it.
- to object to processing of Personal Data based on public interest grounds or based on legitimate interest of the data controller (subject to certain statutory exceptions).
- where your data is processed based on your consent, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of processing based on consent before your consent was withdrawn.

Please note that these rights are not absolute rights and may be subject to statutory restrictions.

Whenever possible, you can update your information directly within your account settings section. If you are unable to change your Information, please contact us to make the required changes.

To avail of any of the rights set out above, you may write to us at the address above or by email at: dataprivacy@ddsl.ie. Suitable proof of identification may be required before a request can be processed.

You also have the right to make a complaint to the supervisory, the Data Protection Commission at www.dataprotection.ie

WHAT WILL HAPPEN IF WE CHANGE OUR PRIVACY NOTICE?

This notice may change from time to time, and any changes will be posted on our website and will be effective when posted. Please review this notice each time you use our website or our services. This notice was last updated on July 28th 2024.

HOW CAN YOU CONTACT US?

Our Data Protection Contact can be contacted by emailing dataprivacy@ddsl.ie

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SCHEDULE 1

We have set out below a list of third parties with whom we share your data.

<i>Third party name</i>	<i>Description of services provided</i>	<i>Transfer Mechanism for ex-EEA transfers</i>
Sportlomo Limited	Member & Event Registration Management Competition Management	
Amazon Web Services	Cloud Computing & Hosting Services Back Up Services	
Blacknight Titan	Email Hosting Services	
Football Association of Ireland	National Governing Body for Football	