



# Carryduff GAC

## Data Protection Policy

### Club Database Guidelines

Carryduff GAC complies with the requirements of the Data Protection Act 1998 in respect of the collection, storage, processing and disclosure of personal information. The Club also complies with GDPR.

The Club adopts the National GAA Code of Behaviour (underage) and the Club Child Safeguarding Statement (available on the Club website) in respect of underage members.

Club Data Protection Information is provided on the back of the Club Registration Form. The Club Data Controller (Registrar) can be contacted via email at [registrar@carryduffgac.com](mailto:registrar@carryduffgac.com) and the GAA Data Protection Officer can be contacted via e-mail at [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie).

Carryduff GAC strives to retain an up to date and comprehensive record of its membership. Data collected in the name of the club shall be obtained, recorded and stored in accordance with GAA Guidelines and GAA Compliant Systems. It shall be used only for the purpose it was collected and maintained only for as long as is required. Where applicable and/or relevant, the following information is stored:

	Non-Members	Playing and Non-Playing Members	Club Officials	Club Coaches
Names	✓	✓	✓	✓
Addresses	✓	✓	✓	✓
Dates of Birth	✓	✓	✓	✓
Occupation		✓	✓	✓
Home Tel Number	✓	✓	✓	✓
Work Tel Number	✓	✓	✓	✓
Mobile Number	✓	✓	✓	✓
Special Medical Conditions	✓	✓	✓	✓
Parents/Guardian name (if underage)		✓		
Emergency Contact		✓	✓	✓
Special Medical Conditions	✓	✓	✓	✓
Previous Sports Injuries		✓		
School		✓		
Role within club			✓	
Administrative Courses attended			✓	
Actively Coaching				✓
Team Coached				✓
Coaching Qualifications and Dates Achieved				✓
Ulster Council and CPD Qualifications				✓
Child Protection Qualifications				✓
Other relevant qualifications (and dates)				✓
First Aid Qualifications				✓
Membership Option		✓	✓	✓



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Membership Payment Methods	✓	✓	✓	✓
Team Membership (Playing members)		✓		
Attendance Records, including team sheets (except Non-Playing members)		✓	✓	✓
Details of entries into club fundraising/competitions	✓	✓	✓	✓
Cultures/Social Preferences				

### PHOTOGRAPHY AND FILMING

It should be noted that having photographic and filming guidelines is not about preventing parents and guardians from taking pictures, but rather to ensure that only those who have a right to take photographs do so and that all images are captured in a sensible and non-intrusive way.

These safeguards should still permit and facilitate the recording of relevant and suitable materials, should allow us to photograph the enjoyment gained by participating in our games, should enable coaches to use the latest technology in the delivery of training skills and should also enable Carryduff GAC to promote their activities in a safe and non-threatening manner.

A common-sense approach is required when deciding on what may or may not be appropriate as we do not wish to prohibit the recording of games, coaching or celebrations at club level through the use of photography or by recording on video equipment

The key issues that we should address regarding the use of images and photographs of children/young people are:

- Ensuring agreement and permission of parents/ guardians in the taking and any use of images/ photographs
- Seeking such agreement as part of the annual membership affiliation process or by use of parental consent forms
- Avoiding the individual identification of children in group or team photographs unless by agreement e.g. For special events, an award or achievements ceremony
- Ensuring prior accreditation is given to 'professional photographers' who may attend your games or events
- Ensuring that images/photographs chosen are suitable and in good taste with the images chosen or recorded focussing on activity rather than a particular child
- Clubs, coaches and volunteers permitting the use of video equipment as a legitimate coaching aid and as a means of recording special occasions; however, care should be taken in the dissemination, storage and use of such material
- Parents and spectators taking photographs/recordings should where possible seek permission in advance from the Club/County Board and should also be prepared to identify themselves if requested and state the purpose for their photography/filming. If Club/County Board personnel are unhappy about any matter relating to such photography the permission granted may be withdrawn immediately
- It should be noted that we have little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of



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guidelines. Should we ever be unhappy with the publication of such photographs or images we can address this matter with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman.

## DECLARATION

This document has been approved by the Club Executive Committee and serves as the working Data Protection Policy of Cumann Ceathrú Aodha Dhuibh.

Brendan Sloan  
Cathaoirleach / Chairperson

Date: 14/06/23

Sandra Hughes  
Rúnaí / Secretary

Date: 14/06/23