

Association of Irish Riding Clubs

Data Protection Policy

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Introduction

The Association of Irish Riding Clubs needs to collect and use data (information) for a variety of purposes about its members, employees and third parties. The purposes of processing data includes the registration, administration, training, records of competition activities for its members, recruitment and payment of staff and other related matter, payment to third parties and compliance with statutory obligations, etc.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data. The Data Protection Acts 1988 and 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of this policy

This policy is a statement of the Association of Irish Riding Clubs commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts 1988 and 2003.

Data Protection Principles

The Association of Irish Riding Clubs will administer its responsibilities under the legislation in accordance with the eight data protection principles. They are:

1. Obtain and process information fairly.
 - The Association of Irish Riding Clubs will obtain and process personal data fairly and in accordance with the fulfilment of its functions.
2. Keep it only for one or more specified, explicit and lawful purposes.
 - The Association of Irish Riding Clubs will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.
3. Use and disclose it only in ways compatible with these purposes.
 - The Association of Irish Riding Clubs will only disclose personal data that is necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.
4. Keep it safe and secure.
 - The Association of Irish Riding Clubs will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, the data and against their accidental loss or destruction. The Association of Irish Riding Clubs is aware that high standards of security are essential for all personal information.
5. Keep it accurate, complete and up-to-date.
 - The Association of Irish Riding Clubs will have procedures that are adequate to ensure high levels of data accuracy. The Association of Irish Riding Clubs will

examine the general requirement to keep personal data up-to-date. The Association of Irish Riding Clubs will put in place appropriate procedures to assist employees in keeping data up-to-date.

6. Ensure that it is adequate, relevant and not excessive.
 - Personal data held by The Association of Irish Riding Clubs will be adequate, relevant and not excessive in relation to the purpose/s for which it is kept.
7. Retain it for no longer than is necessary for the purpose or purposes.
 - The Association of Irish Riding Clubs will have a policy on retention periods for personal data.
8. Give a copy of his/her personal data to that individual, on request.
 - The Association of Irish Riding Clubs will have procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

Responsibility

The Director General has overall responsibility for ensuring compliance with the Data Protection legislation. However, all members and employees of The Association of Irish Riding Clubs who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation.

Procedures and Guidelines

This policy supports the provision of a structure to assist in The Association of Irish Riding Clubs compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Policy will be reviewed regularly in light of any legislative or other relevant indicators.