



Aontas Teilgin agus Amais Na hÉireann
Pitch and Putt Union of Ireland

IRISH SPORT HQ • NATIONAL SPORTS CAMPUS • BLANCHARDSTOWN • DUBLIN 15
Telephone: 01 - 6251110

Website address: www.ppui.ie

E-mail address: office@ppui.ie

Pitch and Putt Union of Ireland Privacy Policy

This document aims to explain how the Pitch and Putt Union of Ireland (PPUI) uses personal information of its members and relevant stakeholders. The PPUI is committed to protecting and respecting the privacy of its members and ensure compliance with General Data Protection Regulation (GDPR) when dealing with data.

About us

The PPUI are the National Governing Body (NGB) for the sport of Pitch and Putt in Ireland. Pitch and Putt clubs in Ireland affiliate to the PPUI on an annual basis. The PPUI can be contacted by e-mailing office@ppui.ie or phone at 01-6251110.

Collection of Personal Data

The PPUI may collect or obtain and process data belonging to you at various stages depending on your interaction with the PPUI. The following are examples of information collected by the PPUI.

- Adult Members: the PPUI will obtain your name and gender from the affiliated club.
- Juvenile Members: the PPUI will obtain your name, gender and date of birth from the affiliated club.
- Club and/or County/Regional Board Officers: the PPUI may obtain your name, address, contact number and/or e-mail address.
- Training attendees: if you complete a coaching course, safeguarding course, greenkeeping course or any course organised by the PPUI, the PPUI may collect your name, address, contact number, e-mail address and date of birth.
- Contact: If you contact us, we may keep a record of that correspondence and this may include name, address, phone number and e-mail address.
- Vetting Applicants: the PPUI will require information as set out in the Garda Vetting Bureau application form in order to carry out a vetting report.

The PPUI obtain data from their affiliated clubs in relation to members and this is for the purposes of our legitimate interests in operating the PPUI and administering the sport of Pitch and Putt. Where the club is the point of collection for data and Consent is required for the information to be collected and used the club will be required to demonstrate compliance. The PPUI commit to selecting a number of clubs, at the discretion of the National Executive Council, on an annual basis and auditing them in relation to GDPR. This will involve working with clubs to ensure that they're practises, and procedures are compliant with GDPR and any relevant legislation.

Use of Personal Information

The PPUI will use personal information for the following purposes:

- To register you as a member of the PPUI and maintain a database of members of each affiliated club
- Contact club and county/regional board officers for Pitch and Putt related activities.
- Record and maintain accurate training records for course run by the PPUI and to contact individuals when certification is due for renewal or for any upcoming courses.
- Respond to and communicate with individuals who contact the PPUI office.
- Information related to Garda Vetting will be used to process Garda Vetting applications and communicate with you regarding the outcome of the application.
- To perform the legitimate interest of operating the PPUI.

The legal basis on which we collect and process your data described above depends on the personal information concerned and the specific context in which we obtain/collect it. However, we will only use your personal information where we:

- Have your consent to do so
- Require data to perform a contract with you
- Need to process information for the purposes of our legitimate interest in operating the PPUI
- Have a legal obligation to collect information from you
- Need personal information to protect your vital interests

How long we keep Data

The PPUI will keep your personal information for as long as necessary to provide you with services and in line with our legitimate interests.

The PPUI will retain data in relation to Vetting Applicant for a period of 3 years as per the PPUI Garda Vetting Policy whereby an individual will be required to be re-vetted.

The PPUI can be contacted for further details in relation to specific retention periods.

Sharing your Data

The PPUI will never sell your data to third party marketing agencies and so on.

There may be situations where the PPUI are required to pass on your data to a third party, these situations are highlighted below:

- Vetting applicants: to carry out the vetting application your data will be shared with the Garda Vetting Unit as part of the vetting process.
- Training attendees: the PPUI will share your data for the purposes of registering you on a training database. These may include but are not limited to Sport Ireland (Coaching & Ethics Departments), Golf Course Superintendents Association of Ireland (GCSAI)

The PPUI on an annual basis publish a Fixture Book which contains the contact information of the club secretary within the publication. This information is for the legitimate interest of contacting the club and for the promotion of the sport.

Storing Data

Your personal information is stored on the PPUI registration system and on our servers, which are based in the EU. The registration system and servers can be accessed by our staff,

Data Subject's Rights

You have the following rights under 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 or restrict how your personal data is processed
- To have your data transferred to yourself or a third party
- To complain about the processing of data

Changes to Privacy Policy

The PPUI will occasionally update this Statement of Privacy to reflect feedback. The PPUI encourages you to periodically review this Statement to be informed of how PPUI is protecting your information.

Contact

If you require more information in relation to how the PPUI collects and/or processes your personal data or you wish to exercise any of the rights listed above, you should contact office@ppui.ie.

You may also contact the Data Protection Commissioner at info@dataprotection.ie.