



CHEERSPORT
I R E L A N D

DATA PROTECTION & GDPR POLICY

1. Introduction

Cheer Sport Ireland (CSI) is committed to protecting the personal data of its members in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988–2018. This policy outlines CSI's obligations, responsibilities, and procedures for collecting, storing, using, and safeguarding personal information.

2. Purpose

This policy ensures CSI processes personal data lawfully, fairly, securely, and transparently in line with GDPR principles.

3. Scope

This policy applies to all CSI directors, volunteers, staff, coaches, club administrators, contractors, and anyone handling CSI data.

4. Data Protection Principles

- Personal data must be processed lawfully, fairly, and transparently.
- Data must be collected for specified, explicit, legitimate purposes.
- Data must be limited to what is necessary ('data minimisation').
- Data must be accurate and kept up to date.
- Data must be stored only as long as necessary (retention limits).
- Data must be protected by appropriate security measures.
- CSI must be able to demonstrate compliance ('accountability').

5. Types of Data Collected

- Member registration details (names, DOBs, contact info).
- Emergency contact and medical information.
- Coaching qualifications and vetting data.
- Competition registrations and event documentation.
- Incident/accident reports.
- Safeguarding and disciplinary records.
- Images, videos, and media content where consent applies.

6. Lawful Bases for Processing

- Consent – for media, images, and optional data.
- Contract – for managing memberships, events, and services.
- Legal obligation – for safeguarding, vetting, tax, and audit requirements.
- Vital interests – emergency medical situations.
- Legitimate interests – governance, safety, and service improvement.

7. Special Category Data

- CSI may process medical or safeguarding information only when necessary.
- Such data must have enhanced security protections.
- Access is limited strictly to authorised individuals.

8. Data Subject Rights

- Right to access – individuals may request a copy of their data.
- Right to rectification – incorrect data must be corrected.
- Right to erasure – data deleted when legally appropriate.
- Right to restrict processing.
- Right to data portability.
- Right to object to certain processing.
- Right not to be subject to automated decision-making.

9. Consent Procedures

- Consent must be freely given, specific, informed, and unambiguous.
- Consent for images must be recorded separately.
- Individuals may withdraw consent at any time.
- Clubs must keep records of parental consent for minors.

10. Data Storage & Security

- Data must be stored in secure, password-protected systems.
- Paper records must be locked and accessible only to authorised staff.
- Emailing sensitive data must be avoided unless encrypted.
- Only authorised individuals may access personal data.
- Portable devices must use secure passwords and encryption.

11. Data Retention

- Data must only be kept as long as necessary.
- Safeguarding records: retained until the child is 25.
- Incident/accident forms: retained for 7 years.
- Membership and administrative records: retained for 3–7 years.
- Media content: reviewed annually and deleted if no longer required.

12. Data Sharing

- Data may be shared with statutory authorities (Tusla, Gardaí) when legally required.
- CSI does not sell or transfer data to third parties for marketing.
- Service providers (e.g., registration platforms) must be GDPR-compliant.
- Cross-border data transfer must comply with GDPR requirements.

13. Breach Management

- All suspected data breaches must be reported immediately to the CSI Data Protection Officer (DPO).
- Breaches must be logged and investigated within 72 hours.
- Serious breaches must be reported to the Data Protection Commission (DPC).
- Individuals affected must be informed where required.

14. Roles & Responsibilities

- CSI Board – ensures overall GDPR compliance.
- Data Protection Officer – oversees policy implementation and responds to access requests.
- Club Committees – responsible for secure data handling at local level.
- Staff & Volunteers – must follow this policy and training requirements.

15. Training & Awareness

- All CSI staff and volunteers handling data must receive GDPR training.
- Clubs are encouraged to provide annual refreshers.
- New staff must complete training during induction.

16. Non-Compliance

- Breaches of this policy may result in disciplinary action.
- Clubs failing to comply may face sanctions or suspension of membership.
- Serious misuse of data may result in legal consequences.

17. Review

This policy will be reviewed every two years or sooner if legislation changes.

18. Approval

This Data Protection / GDPR Policy was approved by the Board of Cheer Sport Ireland on:
11/07/2026

Signed:

FIONA COLLUMB, President/Chairperson

HAYDEN MCGURK, Secretary