

Cullaun Sailing club Data Processing Activity Log

The following is a log of processing activities undertaken by CSC , as defined under the General Data Protection Regulation

Cullaun Sailing Club Cloonaherna, Kilkishen, Co Clare

This File was last viewed on			31 March 2019			This File is next due for review on			31 March 2020	
Ref.	Processing Activity	Purpose	Category of Data Processed	Categories of Data Subject	Categories of Data Recipient	Format	Location Held	Accessible By	Retention Period	Third Party Access
1	Membership Forms	To capture personal information and contact details for new and renewing members of Our Club	Personal Details including Name, Address Contact details including Phone Number & Email address	Members & prospective members of Our Club Children and Juvenile players	Membership Forms are used internally within the club only P	Paper	Treasurers home address	Treasurer	1 Year	None
2	Online Membership Forms	To create and manage online accounts and to capture personal information and contact details for new and renewing members of Our Club and to facilitate the payment of relevant membership fees online	Personal Details including Name, Address Contact details including Phone Number & Email address	Members & prospective members of Our Club Children and Family Members	Electronic Membership Forms are used internally within the club committee	Electronic	Hosted in Google Docs	Authorised users on the system. These are limited to Commodore, Treasurer and Secretary	1 Year	none
3	Irish Sailing Affiliation	To register members of Our club with Irish Sailing on an annual basis for purposes including eligibility. Also to facilitate communications through newsletters.	Personal Details including Name, Address Contact details including Phone Number & Email address Membership details including Membership Number	Members & prospective members of Our Club Children, Family and Senior Members	Units within Irish Sailing Communications, Training, Racing Regional and Membership Departments.	Electronic	Hosted in Eircom Data Centre in Dublin	Irish Sailing Accounts, Training, Regional and Administrative Departments.	All categories of information are held for the Duration of membership. Contact Details are deleted one year after membership ends Personal Details including Name, DOB and Address	Marksport Ltd of Causeway Tower, James Street South, Dublin is the data processor and contracts are in place between Irish Sailing and Marksport to manage access

									are held for 7 additional years	
4	Whatsapp Group	To notify sailors on adult teams of training, regattas etc	Personal Details including Name Contact Details including Phone Number	Adult players and coaches of Our Club	Not Applicable	Electronic	Whatsapp	All members of the Whatsapp group	1 Year	Whatsapp are the data processors
5	Garda Vetting - paper based	To facilitate compliance with Child Safeguarding and Welfare legislation	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address Membership details including Membership Number Proof of Address including Utility Bills Proof of Identity including Passport or Driver's Licence	Members of Our Club involved in coaching and any non members of Our Club involved in coaching	An Garda Siochána & The National Garda Vetting Officer, Nuala Rahill, 3 Park Road, Dun Laoghaire	Paper	These are held in the home of the Club's children's	Club Children's Officer	Duration of Vetting process (typically 2-3 weeks)	None
6	Garda Vetting - eVetting	To facilitate compliance with Child Safeguarding and Welfare legislation	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address Membership details including Membership Number Proof of Address including Utility Bills Proof of Identity including Passport or Driver's Licence	Members of Our Club involved in coaching and any non members of Our Club involved in coaching	An Garda Siochána & The National Garda Vetting Officer, Nuala Rahill, 3 Park Road, Dun Laoghaire	Electronic	These are held in Sharepoint on Irish Sailing's Office 365 environment	Irish Sailing's Vetting unit	Duration of Vetting process (typically 2-3 weeks)	Ergo Ltd are the data processor, there are contracts in place to manage the relationship
7	Training Passport System	To record the Proficiency and Personal Qualifications of members of our Club	Personal Details including Name, Date of Birth & Email address Training Centre. Details including	Members of Our Club involved in training and any non members of Our Club involved	Irish Sailing Training Department & Irish Sailing Instructor Trainers.	Electronic	Stored on Our Club's Passport Profile Page, using Irish Sailing's Passport Training Platform	Authorised users on the PC. These are limited to Instructors and Club Profile Manager	Duration of certificate's validity or involvement with the club	Checklick Ltd in Canada are the data processor, there are contracts in place

