

Privacy Notice

Background

On the 25th May 2018 new legislation was passed known as the General Data Protection Regulations (GDPR). There is a lot of terminology used within the GDPR, but basically this is about how personal information is collected about you, how the Ulster Society of Rugby Football Referee's (USRFR) uses that information and explains your rights in relation to it.

Our commitment to you

Our commitment is to:

- Keep your personal information secure and safe.
- Not use personal information for any purpose other than in connection with the development of our referees, organisation and fulfilment of fixtures, and in accordance with the other purposes set out in this notice.
- Not to provide any personal information to others except where legally required to do so.

Who we are and how we operate?

Rugby in Ulster is officiated by members of the Ulster Society of Rugby Football Referees. We can be contacted at the following address:

IRFU (Ulster Branch)
Kingspan Stadium
134 Mount Merrion Avenue
Belfast
BT6 0FT
Tel: 02890 493222

As at 25th April 2021 we have 154 qualified referees, 16 trial members and 25 referee evaluator/couches along with a pool of non-active members. We operate as an integral part of Ulster Rugby and are administered by a set of professionals from the branch offices.

The term Data Controller is applied to a business which determines how personal information about you is used. The society administration teams, development committees and assessors are known as the Data Controllers, who has responsibility for handling data in accordance with Article 5 of the GDPR.

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How information is collected from you?

Information in relation to society members will be collected by the USRFR Administration teams verbally, whether face to face or by telephone, completion of paper documents or by electronic means such as through email or interaction with our websites. Please ensure that all personal information is accurately provided as the information which is held is only as accurate as the information provided in the first place.

If any of the personal information provided changes, please notify the society as soon as possible in order that the personal information can be updated.

What personal information is collected by the USRFR?

The society will require the following information about its members:

- Name
- Address
- Contact details (Email & Telephone)
- Date of birth
- School affiliation
- Rugby club affiliation
- Members availability

As active referees progress, the assessors and administration teams will accumulate further information relating to the individual such as:

- Fitness levels
- Composure
- Control and execution of a match
- Feedback provided by the assessor on the member

The information gathered by our assessors will be used to formulate a competency score, which will contribute to the overall grading of the referee for development purposes.

Who will the society provide personal information to?

The society administration teams will make personal information such as members names, email addresses and telephone numbers available on the society website so that members can be contacted directly by rugby clubs or others who may be using our website. The society further promotes its activities through the use of social

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media, membership of which is controlled by the society and not made available to the general public.

Cookies

Cookies are small text files that are stored on your computer browser by websites, apps, online media and advertisements. When you visit our website for the first time, a cookie is downloaded onto your PC. The next time you visit our site, your PC checks to see if it has a cookie that is relevant (that is, one containing the site name) and sends the information contained in that cookie back to the site.

The site then 'knows' that you have been there before, and in some cases, tailors what pops up on screen to take account of that fact.

We use cookies for:

- Enter reasons

Legal basis for collecting personal information

Under Article 6 of the GDPR, the USRFR has defined the processing of personal data to be "necessary for the purposes of the legitimate interests of the USRFR". In order to discharge the functions of the society, processing of personal data is required to ensure its obligations are fulfilled.

The society has further defined the processing of personal information as lawful, based on the principle of consent, as all society members of the USRFR are required to complete an annual registration form, confirming their wish to be a member and make their personal information available to the society. The USRFR further understands that this consent can be withdrawn at any time, at the request of the member.

To ensure the legitimate interests of an individual, the society may need to provide personal information to statutory bodies or organisations. For example, in the event of a medical emergency, the society may need to provide information about a member to the emergency services. Similarly, information may be provided to local or public authorities where welfare and child protection issues arise.

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When you consent

There are certain cases to which the society will not make personal information without your consent publicly available. Consent will be requested annually through our registration process but there may be times when consent will be sought separately. It is likely to be in areas such as in photographs and/or photographs in publicity material and/or publication of members names in relation to member recognition or awards.

If consent is given it can be withdrawn at any time by providing notification to the USRFR in writing or by email.

What happens if I don't wish to provide personal information to the society?

The society requires personal information set out in this privacy notice in order to ensure the functions of the society can be discharged effectively, and its obligations to rugby in Ulster can be fulfilled. Without this information it will not be possible to deliver these functions, or at least not as effectively as we would like. We have though, set out above purposes for which the society wish to use personal information under the heading of "legitimate interests". If you have an objection to any personal information being used under this heading you may object to the society.

Your rights to the information held

Access

The right to make what is known as a subject access request to receive a copy of the personal information which we hold about you. If you make such a request, we are required, in most circumstances, to provide a copy of the personal information without charge and within 30 days.

Correction

It is important that you keep the society up to date with any changes to the personal information provided. Subject to that, you have the right to ask the society, as appropriate, to correct or complete any inaccurate or incomplete data held about you.

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Erasure

You are entitled to ask the society to delete or remove personal information held where there is no good reason for the society to continue to hold it. It may not always be possible to comply with your request due to ongoing obligations in relation to that personal information. However, where this is the case you will be informed and be told of the reasons why it is not possible to comply with the request.

Object to processing

You may object to the society processing personal information. There are some circumstances in which it will not be possible to comply with your request, for example if it is necessary to process the information in connection with obligations which the society have and which have been explained to you in this document. If you object to the society processing information which has been processed under the legitimate interest head, we will stop processing it.

Restriction of processing

You may ask the society to suspend processing of personal information in the following situations

- If you want the data accuracy to be established
- Where the use of personal information is unlawful but you do not want it to be erased
- You need the data to be held even though the society no longer require it as you need to establish, exercise or defend a legal claim
- You have objected to the use of the data by the society, but the society need time to determine whether they have overriding legitimate grounds to process it.

Request the transfer of information

Sometimes rights apply to request a transfer of personal information held to other organisations. This right only applies to personal information deemed necessary for the legitimate interests of the society or personal information which is processed, based on your consent.

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Information security

The society have put in place appropriate security measures to prevent the personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Access to personal information is limited to individuals within the society who have a legitimate need and will only be processed upon instruction from the society. Procedures have been put in place to deal with any suspected breach of the requirements under the GDPR as well as notifying you, and the ICO in the event of potentially significant breaches.

Complaints

It is hoped that you will not have a cause to complain. If you do, you can complain directly to the society by contacting us on the details above, or by emailing:

Admin.usrfr@gmail.com

If you are unhappy with our response or wish to complain further, you can do so through the Information Commissioners Office at:

Information Commissioners Office
51 Adelaide Street
Belfast
BT2 8FE
Tel: 0303 123 1113

Miscellaneous

- It is not anticipated that any personal information will be transferred outside of the European Union.
- The society does not use automated decision making in relation to the personal information provided
- This privacy notice may be updated from time to time and the latest version of this notice, will be available from our office and on our website.

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