



# Paralympics Ireland Privacy Notice

Version Number: 1.0

Approved by: Governance Committee

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Next Review Date: April 2028

## **1. Introduction**

Paralympics Ireland (PI) is committed to protecting the privacy and personal data of all individuals with whom we engage, including athletes, coaches, staff, volunteers, stakeholders, partners, and website users.

This Privacy Policy outlines how PI collects, uses, stores, shares, and protects personal data in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Acts 1988–2018. It also explains your privacy choices when using our website as well as your right to access your information under Data Protection Legislation.

Our privacy policy relates only to information that we obtain from you. This policy does not apply to third party websites, products or services, even if they link to our services or websites. If you visit a website operated by a third party through a link included on our Website, your information might be used differently by the operator of the linked website. You should consider the privacy practices of those third-parties carefully before you submit any personal data to these websites. PI does not accept any responsibility for these policies.

We have appointed a Data Protection Compliance Manager who has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice. We have not appointed an official Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so because we do not process large quantities of data.

## **2. Data Controller**

PI is the Data Controller for all personal data which is collected and used. Article 4(7) of the GDPR defines Data Controller as the legal entity which determines how and why personal data is collected and used.

## **3. What Personal Data we collect**

Personal data is defined by Article 4(1) of the GDPR as any information relating to you which allows PI to identify you

PI may collect and process and use the following categories of personal data about you such as:

- Identity information (name, date of birth, gender, signatures, membership details and affiliations, passport details, drivers license and other forms of identification)
- Contact information (address, email address, phone number, emergency contacts, next of kin information,)

- Details of financial transactions with you including payment or bank details so that we can receive payments from you or make payments to you
- • Athlete information (classification, eligibility, performance, training and competition information, medical and disability information)
- • Safeguarding and welfare information where required
- Data which we require in order to investigate and process complaints or disciplinary matters in accordance with our rules;
- • Event registration and participation information in relation to PI events, presentations, information sessions and workshops
- • Communications with us such as emails, responses to surveys, feedback and marketing preferences
- Video and photographic images and voice recordings which we take ourselves or other people provide to us;
- • Website usage data (IP address, browser type, cookies)

#### **4. Special Category Data**

Due to the nature of Paralympic sport, PI processes Special Category Data, which includes information relating to an individual's race, ethnicity, religious beliefs and sexual orientation, disability, classification, and, where necessary, relevant health, medical, welfare and biometric information. This information is necessary to determine athlete eligibility and classification, to support safe participation in sport, and to fulfil Paralympics Ireland's safeguarding, regulatory, and governance responsibilities.

PI only processes this data where it is lawful and necessary to do so, in accordance with GDPR. Appropriate safeguards are in place to ensure that this information is handled securely, accessed only by authorised personnel, and protected against unauthorised access, disclosure, or misuse.

This data is processed only where necessary and lawful under [GDPR Article 9](#) including where:

- Explicit consent has been obtained
- Processing is necessary for sporting participation and eligibility
- Processing is necessary for safeguarding
- Processing is required to comply with legal obligations

Appropriate safeguards are applied to protect this data.

#### **5. How we collect your Personal Data**

Personal data may be collected through:

- • Athlete registration and classification processes
- • Event registration and participation

- Competing on a Paralympic team at Paralympic events or taking part in training
- Website forms, surveys, feedback forms and newsletter subscriptions
- Direct communications (email, phone, meetings)
- Engage with us as a contractor, employee, volunteer or supplier
- Involvement in a complaint, dispute or disciplinary process
- Social media interactions (see paragraph ?? below)
- Website cookies and analytics tools

**6. Why we collect your Personal Data** Personal data is collected and processed for the following purposes:

- Administering athlete participation and eligibility
- Providing support and funding to athletes • Delivering sporting programmes and events
- Meeting safeguarding responsibilities
- Communicating with stakeholders
- Promoting disability sport and disability sports event and activities
- Marketing and fundraising
- Managing organisational operations
- Complying with legal and regulatory requirements
- Improving services and website functionality
- To deal with disputes or gather evidence for possible grievance or disciplinary hearings

## 7. Legal Basis for Processing

Paralympics Ireland processes personal data under one or more of the following lawful bases:

- Consent
- Contractual necessity
- Legal obligation
- Legitimate interests
- Vital interests

## 8. Sharing your Personal Data

We may share your personal data with:

- Competition organisers and officials, staff and volunteers involved in events and competitions in which you take part
- Our Professional advisors, including tax, legal and other corporate advisors who provide professional services to PI
- Other third party service providers who supply us with products and services, such as website, document managements platforms, IT systems, IT security, and payroll services and other suppliers engaged by us to fulfil services to you.

- National and international sporting organisations and administrative bodies• Government, statutory, regulatory and safeguarding authorities and funding bodies
- News and media outlets

**Data Transfers to Official Partner / Third Party Supporter Organisation Based on Consent**

We may transfer your personal data to third-party service providers or partners only when you have given your explicit consent. Such transfers are conducted in compliance with applicable data protection laws to ensure the security and confidentiality of your information. You have the right to withdraw your consent at any time, which will not affect the lawfulness of any processing based on consent before its withdrawal.

To unsubscribe, you can follow documentation directions or email your request to [info@paralympics.ie](mailto:info@paralympics.ie). If you have indicated explicit consent during sign-up, we shall also pass your details to our official partner/third party supporter organisations, so they may send you information and offers. You will be given the option to unsubscribe at each point of contact.

PI does not sell personal data to third parties.

**9. How long we keep your personal data**

Personal Data will not be kept longer than is reasonable and necessary for the purposes for which it was collected. This means that data will be destroyed or erased from our systems when it is no longer required.

The specific length of time data is retained will depend on the type of information and the reason we collected it from you.

Document	Retention period
Financial documents (incl: annual financial statements, employee payroll and tax)	7 years as per the legal requirement.
Company books, records and documents	6 years as per the Revenue requirements.
HR records,	records of holidays, public holidays, special leave, rest breaks, start and finish times of each employee for each day and sick leave for a period of 7 years.
Employee records	for the period of employment. In the case of possible legal action, records will be retained for a longer period

Contracts for services	for the duration of the contract plus a duration of 7 years thereafter.
Recruitment documentation	1 year following the completion of the selection process.
Safeguarding documents	for the period of Garda Vetting requirements (currently 4 years)
Stakeholders' details	until no longer necessary, such as retirement of an athlete, termination of contract with sponsors, etc.
Participation data including contact information, emails and correspondence	6 years from departure from active competition
Athletes medical and classification information	for 2 years from departure from active competition.
Statistics, results, member images and video footage	indefinitely in a secure archived form in the public interest , and in the interest of archiving, historical research, or statistical purposes/ in the legitimate interest of promoting of sport.

Paralympics Ireland will recommend good practice guidelines to staff on retention of stored business emails.

## 10. International Transfers

PI will not transfer personal data to a Third Party outside of the EEA unless:

- The EU recognises the transfer country/territory as having an adequate level of data subject legal protection relating to personal data processing;
- The EU recognises the transfer mechanism as providing adequate protection when made to countries/territories lacking adequate legal protection; or
- All reasonable, appropriate and necessary steps have been taken to maintain the required level of Personal data Protection.

Subject to the provisions above, the PI may transfer personal data to a Third Party outside of the EEA where any of the following apply:

- The transfer is necessary to protect the data subject's vital interests;

- The data subject has given explicit consent to the proposed transfer;
- The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the PI and a Third Party;
- The transfer is necessary or legally required for the establishment, exercise, or defence of legal claims; or
- The transfer is required by law.

PI will assess whether any of the above exceptions apply prior to any personal data transfer and must record the determination in writing.

## **11. Data Security**

We have put in place appropriate security measures to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Employees are aware of their roles and responsibilities when their role involves the processing of data. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

## **12. Your rights to your personal data**

You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it (if it is inaccurate or out of date) or to object to our processing it, and the right of data portability.

Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.

If you have any questions relating to your rights, please contact us (contact details below)

More information about your legal rights can be found on the Office of the Data Protection Commissioner's website at <http://gdprandyou.ie/>

## **13. Automated decision we make**

None

## **14. Social Media**

Paralympics Ireland operates official social media accounts as part of its communications and engagement activities. Individuals who engage with Paralympics Ireland on social media platforms may have their personal data processed by those platforms in accordance with the

platform's own privacy policies. Paralympics Ireland does not control the privacy practices of these third-party platforms.

Please refer to Appendix 2: Third-Party Privacy Policies for further information and links to the relevant privacy policies of the social media platforms used by Paralympics Ireland.

## **15. Photography and Media**

Photographs and video recordings may be captured at Paralympics Ireland events, training sessions, and official activities for promotional, educational, and reporting purposes, including use on the Paralympics Ireland website, social media channels, and other communications. Where appropriate, consent will be obtained in accordance with data protection requirements.

The use, storage, and management of photographic and digital media is governed by the Paralympics Ireland Digital Media, Social Media and Photography Policy.

## **16. Cookies**

Paralympics Ireland uses cookies to support website functionality and improve user experience. Cookies are small text files placed on a user's device that enable the website to function effectively, remember user preferences, and provide information on how the website is used. This information assists Paralympics Ireland in monitoring website performance, ensuring content is accessible, and improving the overall operation of the website. Users can control or disable cookies through their browser settings.

## **17. Contact us**

Contact details:

Natalie O'Callaghan  
Data Protection Compliance Officer  
Paralympics Ireland  
Sport Ireland Campus  
Snugborough Road  
Blanchardstown  
Dublin 15, Ireland  
Ph: 016251175  
Email: [dpo@paralympics.ie](mailto:dpo@paralympics.ie)

## **Complaints**

If you have any concerns or complaints about how we are handling your data, please do not hesitate to get in touch with PI's Data Protection Compliance Manager.

If you are dissatisfied with any aspect of PI's processing of your personal data, you may make a complaint to the data protection commissioner.

Data Protection Commissioner – contact information

Phone +353 57 868 4800

Email – [info@dataprotection.ie](mailto:info@dataprotection.ie)

Website – [www.dataprotection.ie](http://www.dataprotection.ie)

We consistently update and review our Privacy Notice. This Notice was last reviewed and updated in April 2026.

## **Appendix 1: Legal and Regulatory References**

This Privacy Policy is informed by and operates in accordance with the following legislation and regulatory guidance:

General Data Protection Regulation (EU) 2016/679 (GDPR): <https://eur-lex.europa.eu/eli/reg/2016/679/oj>

Data Protection Act 2018 (Ireland):  
<https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>

Data Protection Commission (Ireland): <https://www.dataprotection.ie>

## **Appendix 2: Third-Party Privacy Policies**

Paralympics Ireland uses third party service providers and platforms that operate under their own privacy policies, including:

Meta Privacy Policy (Facebook and Instagram): <https://www.facebook.com/privacy/policy/>

LinkedIn Privacy Policy: <https://www.linkedin.com/legal/privacy-policy>

YouTube Privacy Policy: <https://policies.google.com/privacy>

TikTok Privacy Policy: <https://www.tiktok.com/legal/privacy-policy>

Bluesky Privacy Policy: <https://bsky.social/about/support/privacy-policy>

Teamworks Privacy Policy: <https://teamworks.com/privacy-policy/>

Mailchimp Privacy Policy: <https://www.intuit.com/privacy/statement/>

Google Privacy Policy: <https://policies.google.com/privacy>