

UCD AUC Privacy Notice

The UCD Athletic Union Council (AUC) based in UCD Sport, is the official governing body for sports clubs in UCD. All UCD's sports clubs operate in accordance with the policies and procedures of the AUC and the policies and procedures of the University.

The AUC and its affiliated clubs have an interest in and a co-ordinated approach to University sports clubs and their members (students, staff and graduates). This notice explains how the AUC and its clubs use data they collect about sports club members.

Legal Basis

We fulfill our legal obligations for storing and processing personal information in the following way:

Legitimate interests – in seeking to enhance the student, staff and graduate experience at UCD, we believe it is in your interest for us to provide administration in support of membership of clubs.

Information We Collect

The AUC and UCD Sport creates records from information submitted by University sports clubs. The University sports club collects the name and student number/staff number/graduate number of the member. This data is inputted in to the UCD Infohub system which then generates a membership record for each individual club member. The membership record includes the following:

- Name
- Student/staff/graduate number
- Date of birth
- Confirmation of whether the student is studying 60 credits
- Team assigned to (if applicable)
- Committee role (if applicable)
- Course
- E-mail
- Contact telephone number
- Emergency Contact information

Your data may be processed by the club, the AUC and the University (including UCD Sport) for analysis, monitoring, and research, including anonymously linking your sporting records with academic records held by the University.

This information will also be used for your alumni records to ensure that your sports club membership at UCD is documented.

Records are also created for submissions by sports clubs as part of the annual registration process with the AUC. Club records are held on the UCD Infohub system with annual update information, including committee lists, accounts, grant applications, parental consent forms, coaching documentation, equipment inventory and health and safety statements.

Purpose and Basis

This information is provided on the basis of consent by sports clubs and their members. Sports clubs must advise members that when they pay their membership to a club, their details are added to the membership system and they thereby consent for their membership information to be shared with the AUC and University for these purposes.

The purpose of the AUC and sports clubs collecting and processing your information is to:

- Ensure adequate governance and safety measures are in place in sports clubs bearing the University name.
- Ensure University rules and best practice are being followed appropriately.
- Supplement University records with sporting information.
- Allow the University to be able to provide important information to sports clubs members.
- Anonymously monitor sporting performance against academic performance.
- Facilitate the awarding of grants and other sports resources.
- Insure club members.
- Permit access to sports facilities free of charge during club times.
- Communicate with club members on matters relating to their membership.
- Govern and support the operation of University sports clubs
- Allow alumni records to be up to date with sporting achievement and participation.
- Facilitate the registration of members with the National Governing of their sport for the purposes of competing in competition on behalf of the UCD club.

Security and Controlled Data Sharing with Partners

All information is held on the UCD Infohub system. Access to this system is granted to club officers by the AUC using the club officers UCD IT Systems username and password. UCD Sport's staff working with clubs also have access to the system as well as the UCD Safety Insurance Risk & Compliance Office

In addition to disclosure as permitted or required by law, membership information may be shared on a considered and confidential basis only with the University and the UCD Colleges.

Club or member information will not be shared to third parties outside of the University other than with the National Governing Bodies of Sport for registration with them for competition purposes, without explicit consent.

Retention

Personal information that is no longer relevant, or out of date, shall be erased. Otherwise, the University shall retain your club membership information and club records to support the ongoing relationship between sports clubs, the AUC and the University.

Control

If you have any queries, or wish to terminate your club membership please contact: Suzanne Bailey at suzanne.bailey@ucd.ie or tel. 7162208

