

Top Tips for Compliance: 10 things sporting organisations need to do



1

Know the data you hold

List the personal data you collect (members, parents, volunteers, medical information, etc.)



2

Know and understand why you have it

Record the reason for each (the legal basis). This could be for contractual reasons, compliance with a legal obligation, consent.



3

Tell people what you do with their data

Explain clearly, up front, what data you collect, why you need it, and how it will be used. This is typically done through a privacy policy.



4

Considerations for children

Use child-friendly explanations to make the information accessible to them. Children are their own data subjects, with their rights.



5

Keep data secure

Use strong passwords, limit access, develop a club-specific email address, train staff/volunteers, having a club device, and lock paper files away.



6

Control who you share data with

Only share with trusted third-party providers and ensure they are secure by doing due diligence ahead of use.



7

Don't keep data longer than needed

Set simple retention rules and delete or destroy data when the purpose ends, such as when someone leaves the club.



8

Understand people's rights

Be able to recognise when someone is making an access or deletion request and respond appropriately. Don't ignore it!



9

Be ready for breaches

Have a plan to spot, record, and report breaches quickly.



10

Show your work

Keep records of decision, processes, policies, and training.



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Data Protection
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