

Overview of how Eventing Ireland holds data

Why does Eventing Ireland holding information on its members?

- Eventing Ireland holds membership information, horse registration information (owner, breeder and riders) and results from national and international competitions
- As the governing body for the sport of Eventing, the results information is an important historical record
- Safety information for our athletes is based on their results which are captured on our system

What information is stored about a member?

- Membership details include name, address, contact number(s), email address and date of birth
- In the case of an underage athlete (an athlete under 18 years of age) a contact of the parent/guardian is required
- In addition, if a member owns and/or rides a horse, this information will be also be stored on the Horse Registration information
- Eventing Ireland Membership is annual (1 January – 31 December). Membership information is retained so the member can easily renew their membership without starting from scratch.
- Members are able to update or amend their details if they are incorrect at any time. Members are advised to contact Head Office if there is an inaccuracy on their membership information

Why does Eventing Ireland require Date of Birth information?

- Eventing Ireland requires the correct date of birth to ensure that athletes are competing in the correct classes.
- As per the Eventing Ireland rules, age restrictions apply to athletes competing in pony, junior, young rider and senior classes
- Pony and Junior riders are graded by the Regional Co-ordinator and grading information is stored on the website for safety purposes – to prevent an underage rider competing in a class that they may struggle.
- As per the Rules, members must volunteer at events and must be between the ages of 18-60

Managing Information for Athletes under 13 Years of Age

- Under the GDPR Guidelines, Eventing Ireland cannot take online web memberships or full memberships for athletes under 13 years of age. These can now only be processed by Head Office.
- A Data Protection Consent Form must be completed and signed by the parent or guardian and sent into Head Office before membership will be processed.
- This form can be downloaded on the Eventing Ireland website

How is information obtained?

- Membership information is generally input by members via the website. The exception is postal memberships which is input by Head Office
- Horse Registrations are input by the owners of the horse or by Head Office
- Results on athletes performance for national and international competitions is directly input via scorers

Why was it originally gathered?

- This information is gathered to keep an inventory of annual memberships and registrations and the type of member/registration recorded.
- This information is required for marketing and operational purposes for the benefit of its members and Eventing Ireland. An example of this is to compare previous years memberships to see if our sport is growing or declining, and in which areas.

How long will this information be retained?

- Membership and registration information will be reviewed after 10 years
- Any dormant accounts (ie: those not used for 5 years or more) will be deleted – however, if there are results associated with a dormant account, this information needs to be kept as part of our historical records

How secure is it in terms of encryption and accessibility?

- Eventing Ireland computers are password protected and are locked when not being used
- Eventing Ireland has encrypted all information held on its database
- The website is secure (SSL)
- Only Eventing Ireland employees have access to all areas of the website, including membership data.

Does Eventing Ireland share this information with third parties and on what basis do we do so?

Third Party Organisations

- Results information is shared with EquiRatings for the purposes of ERQI information
- Tekenable is our IT provider and certified GDPR Controller
- UK Fast is our server provider and certified GDPR Controller
- Evros manages our hardware support
- Horse Sport Ireland, our national federation, may require information regarding athletes involved in the High Performance Programmes

Event Organisers

- Event organisers have access to the details of riders competing at their events and will be required to sign an agreement confirming they will not use this information for any other purpose than the of running an Eventing Ireland event.
- Event Organisers also have access to volunteer information

Eventing Ireland Regions

- There are four active regional committees who put on training and other events for its members
- Head Office will provide membership contact details to the Secretary of a region if requested. This will be for the purposes of regional information only (ie: regional Ball, local training)

Membership Information to Third Parties

- Head Office may share telephone numbers and email addresses with Horse Sport Ireland – usually in connection with High Performance
- The press may contact Head Office to obtain information of winners for interview purposes and this will be given only with consent from the member
- Head Office will not give out telephone numbers or email addresses of its members for the purposes of general enquiries

Commercial Notices from Third Parties

- Head Office does not share membership information with Third Parties.
- Commercial notes, which are of interest to our members, are sent directly from Head Office.

Photographers at Events

- As per the Eventing Ireland Rule on Photographers and Traders, only official photographers will be authorised to take photographs of competitors at the event. Photographs may be published on Eventing Ireland or photographer's social media sites for publicity purposes of the event

- Winners may also be asked for photographs for the Eventing Ireland website or sponsors

Please note, Eventing Ireland may amend this information as required from time to time

Working Document