

Processing Activity Log										
The following is a log of processing activities undertaken by the St Mary's GAA Club, as defined under the General Data Protection Regulation										
St Mary's GAA Club, Main Street, Ballymore. (Tel: 012 3456789 email: secretary.stmarys.ballymore@gaa.ie)										
This file was last reviewed on			01/12/2017			This file is next due for review on			01/06/2018	
Ref	Processing Activity	Purpose	Category of data processed	Categories of data subject	Categories of Recipient	Format	Location Held	Accessible by	Retention Period	Third Party Access
1	Membership Forms	To capture personal information and contact details for new and renewing members of St Mary's GAA Club	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address	Members & prospective members of St Mary's GAA Club Children and Juvenile players	Membership Forms are used internally within the club only	Paper	St Mary's Club House	Club Executive	1 year	None
2	Online Membership Forms	To create and manage online accounts and to capture personal information and contact details for new and renewing members of St Mary's GAA Club and to facilitate the payment of relevant membership fees online	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address Financial details including BIC & IBAN or Credit/Debit Card details Technical details including Usernames & Passwords, IP Address	Members & prospective members of St Mary's GAA Club Children and Juvenile players	Electronic Membership Forms are used internally within the club only BIC & IBAN used to process direct debit payments shared with XXXX Bank	Electronic	Hosted in Amazing Web Services data centre, Athlone, Co. Westmeath	Authorised users on the system. These are limited to Registrar and Secretary	1 year	MembershipManagement Ltd is the Data Processor and contracts are in place to manage access
3	GAA Registrations	To register members of St Mary's club with the GAA on an annual basis for purposes including eligibility, insurance and other club rights. Also to facilitate communications through SMS	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address Membership details including Membership Number	Members & prospective members of St Mary's GAA Club Children and Juvenile players	Units within the GAA at County, Provincial and National Level Insurance Providers	Electronic	Hosted in BT Data Centre in Belfast		All categories of information are held for the Duration of membership. Contact Details are deleted one year after membership ends Personal Details including Name, DOB and Address are held for 7 additional years	Servasport Ltd of 11th Floor, Causeway Tower, 9A James Street South, Belfast, BT2 8DN is the data processor and contracts are in place between the GAA and Servasport to manage access
4	Web Text	To notify Club Members of club events - meetings, matches etc	Personal Details including Name Contact Details including Phone Number	Members of St Mary's GAA Club	N/A	Electronic	Vodafone Webtext system	Authorised users on the system. These are limited to Registrar and Secretary	1 year	Vodafone are the data processor for webtext
5	Whatsapp	To notify players on adult teams of training, matches etc	Personal Details including Name Contact Details including Phone Number	Adult players and coaches of St Mary's GAA Club	N/A	Electronic	WhatsApp	All members of the whatsapp group	1 year	Whatsapp are the data processor
6	Garda Vetting - paper based	To facilitate compliance with Child Safeguarding and Welfare legislation	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address Membership details including Membership Number Proof of Address including Utility Bills Proof of Identity including Passport or Driver's Licence	Members of St Mary's GAA Club involved in coaching and any non members of St Mary's GAA Club involved in coaching	An Garda Siochána The National Child Welfare Office, Croke Park	Paper	These are held in the home of the Club's children's officer at 3 mainstreet, Ballymore	Club Children's Officer	Duration of Vetting process (typically 2-3 weeks)	None
7	Garda Vetting - eVetting	To facilitate compliance with Child Safeguarding and Welfare legislation	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address Membership details including Membership Number Proof of Address including Utility Bills Proof of Identity including Passport or Driver's Licence	Members of St Mary's GAA Club involved in coaching and any non members of St Mary's GAA Club involved in coaching	An Garda Siochána The National Child Welfare Office, Croke Park	Electronic	These are held in Sharepoint on the GAA's Office 365 environment	GAA Vetting unit	Duration of Vetting process (typically 2-3 weeks)	Ergo Ltd are the data processor, there are contracts in place to manage the relationship
8	Coaching Register	To record the coaching qualifications of members of the St Mary's GAA Club	Personal Details including Name, Date of Birth, Address Contact details including Phone Number & Email address Membership details including Membership Number Coaching Details including qualifications obtained, courses attended and relevant dates	Members of St Mary's GAA Club involved in coaching and any non members of St Mary's GAA Club involved in coaching	N/A	Electronic	Stored on St Mary's GAA Club computer	Authorised users on the PC. These are limited to Registrar and Secretary	Duration of membership or involvement with the club	None
9	Online Facilities Booking System	To capture personal information and contact details for persons booking facilities at St Mary's GAA Club	Personal Details including Name & purpose of booking Contact details including Phone Number & Email address	Members of St Mary's GAA Club & members of the public who wish to use the facilities	Bookings are used internally within the club and accessible by the 'Committee' only	Electronic	Online database hosted by 'online bookings' in their datacentre in Citywest	Clubhouse Committee	All categories of information are held for the Duration of the booking. Contact Details are deleted one month after booking ends Personal Details including Name and purpose of booking are held for 2 years for statistical purposes	None