

Leitrim Sports Partnership Privacy Policy

Date: 03/09/2024

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

What data do we collect?

Leitrim Sports Partnership collects the following data:

- Personal identification information (name and email address)

How do we collect your data?

You directly provide Leitrim Sports Partnership with most of the data we collect. We collect and process data when you:

- Book an event or workshop with us
- Voluntarily complete a customer survey or provide feedback on any of our message boards, contact forms, or via email
- Complete an application form through 123 Form Builder
- Join our Mailchimp newsletter database
- Use or view our website via your browser's cookies

Leitrim Sports Partnership may also receive your data indirectly from the following sources:

- Eventbrite (booking facility)
- Survey Monkey (survey software)
- 123 Form Builder (application form software)

How will we use your data?

Leitrim Sports Partnership collects your data so that we can:

- Process and manage your bookings with us
- Process and manage your applications with us

- Email you via Mailchimp with information about events, workshops, courses, newsletters and other services we think you might like

Security of your personal data

We take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data. We limit access to your personal data to those employees, agents and other third parties who are required to have access to your personal data and where they have agreed that they are subject to a duty of confidentiality. We have put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. We have procedures in place to deal with actual and suspected data breaches which include an obligation on us to notify the supervisory authority and/or you, the data subject, where legally required to do so.

How long will we retain your personal data?

We will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it and for as long as we are legally required to under EU or Irish law. We subscribe to the National Retention Policy for Local Authority Records. We also maintain a Data Retention Policy which supplements the National Retention Policy. Where you ask to be unsubscribed from marketing communications, we may keep a record of your email address and the fact that you have unsubscribed to ensure that you are not sent any further emails in the future. If you have chosen to join our Mailchimp newsletter, you may still hear from us past this date, and can unsubscribe at any time.

Marketing

Leitrim Sports Partnership would like to send you information about events and activities of ours that we think you might like.

If you have agreed to receive marketing, you may always opt-out at a later date. You have the right at any time to stop Leitrim Sports Partnership from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email sports@leitrimcoco.ie

What are your data protection rights?

Providing and holding personal information comes with significant rights on your part and significant obligations on ours. You have several rights in relation to how we use your

information. If you make your request electronically, we will, where possible, provide the relevant information electronically unless you ask us otherwise:

- **The right to be informed** To know how your data is processed, stored, deleted and transferred The right to access information To access your information and to receive copies of the information we have about you.
- **The right to rectification** Request that inaccurate information is corrected, and incomplete information updated.
- **The right to be forgotten** Request that your data is erased if one of the following grounds applies: it's no longer necessary in relation to the purpose for which it was collected, your consent was withdrawn, you object to processing or the processing is unlawful.
- **Right to data portability** Obtain a transferable copy of certain data to which can be transferred to another provider, known as "the right to data portability". This right applies where personal information is being processed based on consent or for performance of a contract and the processing is carried out by automated means. You are not able to obtain through the data portability right all of the personal information that you can obtain through the right of access. The right also permits the transfer of data directly to another provider where technically feasible. Therefore, depending on the technology involved, we may not be able to receive personal data transferred to us and we will not be responsible for the accuracy of same.
- **The right to object to the processing of personal data** Object to use of your personal data for direct marketing purposes. If you object to this use, we will stop using your data for direct marketing purposes. Withdraw consent at any time, where any processing is based on consent. If you withdraw your consent, it will not affect the lawfulness of processing based on your consent before its withdrawal.
- **The right of restriction** Have your data deleted or its use restricted - you have a right to this under certain circumstances. For example, where you withdraw consent you gave us previously and there is no other legal basis for us to retain it, or where you object to our use of your personal information for particular legitimate business interests.
- **The right not to be subject to automated decision making, including profiling** Object to particular uses of your personal data where the legal basis for our use of your data is our legitimate business interests (for example, profiling we carry out for

our legitimate business interests) or the performance of a task in the public interest. However, doing so may have an impact on the services and products we can / are willing to provide.

Requests to exercise your rights

If you have any questions about this policy or about our data protection compliance, please contact us. Data subjects must make a formal request for personal data we hold about them or otherwise to exercise their data protection rights by contacting us. We provide sample letters, but you may make requests to exercise your rights in whatever way you please. You will not usually have to pay a fee to access your personal data (or to exercise any of your other rights). However, we are entitled to charge a reasonable fee in circumstances where your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We will endeavour to respond to your requests within one month. If your request is particularly complex or if you have made numerous requests, it may take us longer to respond. If we anticipate that it will take us longer than one month to respond to your request, we will notify you of the delay and reasons for such delay.

- Email us at: sports@leitrimcoco.ie
- Call us at: 071 9650498
- Write to us at: Leitrim County Council, Áras an Chontae, Carrick-on-Shannon, Co. Leitrim

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology. For further information, visit allaboutcookies.org.

How do we use cookies?

Leitrim Sports Partnership uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Leitrim Sports Partnership uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and the location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Leitrim Sports Partnership uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed, and information about your browser, device, and your IP address. Leitrim Sports Partnership sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

Our use of cookies Cookies are alphanumeric identifiers that we transfer to your computer's hard drive through your web browser to enable our systems to recognize your browser. The "Help" portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. However, cookies allow you to take full advantage of some of the account-based features of Leitrimcoco.ie and we recommend that you leave them turned on.

Types of Cookies on www.leitrimsports.ie website:

1. **Strictly Necessary** Strictly necessary cookies make our website work. These cookies are essential for you to browse the website and use its features, such as page navigation, accessing secure areas of the site and complying with data protection and electronic privacy legislation. We can set these cookies without needing your consent as they are essential.
2. **Analytical Cookies** We use Matomo Analytics to measure how you use the website so we can improve it based on user needs. See further information on privacy and Matomo Analytics <https://matomo.org/privacy/>

Matomo Analytics sets cookies that store anonymised information about:

- a. How you got to the site
- b. The pages you visit on this site and how long you spend on each page.
- c. What you click on while you are visiting the site.

Marketing Cookies Marketing Cookies are cookies that help with our communications. These cookies may be set by third party websites and do things like measure how you view

YouTube videos that are on this site. By using www.leitrimcoco.ie website, you consent to the processing of data about you by Matomo in the manner and for the purposes set out above.

Privacy policies of other websites

The Leitrim Sports Partnership website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Leitrim Sports Partnership keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 03/09/2024.

How to contact us

If you have any questions about Leitrim Sports Partnership's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us:

- Email us at: sports@leitrimcoco.ie
- Call us: 071 9650498
- Write to us at: Leitrim County Council, Áras an Chontae, Carrick-on-Shannon, Co. Leitrim