



GDPR Guidance for Clubs Re: COVID-19 DOCUMENTS:

Introduction:

The personal data being collected as part of the IABA return to training protocols namely the COVID-19 Members Questionnaires and subsequent declaration forms are being collected to ensure a safe return to Boxing. The personal data provided is being collected in order to help prevent the spread of COVID-19 in IABA facilities and the wider community. This information is categorized as vital information which if necessary, can be shared with governmental health agencies i.e. the HSE & NHS, as it is in the public interest to do so. The data is being processed in accordance with Article 9(2)(i) of the General Data Protection Regulation, and Section 53 of the Data Protection Act 2018. The information provided on these forms will not be used for any other purpose and will be strictly confidential. For more information on data protection / GDPR please visit <http://iaba.ie/club-zone/data-protection-gdpr/>.

Members Questionnaire:

To ensure the Safety and Health of all people interacting with your Club, all club members / parents / visitors must complete a members questionnaire form prior to entering your club. All forms for members under 18 year of age **MUST** be signed by a parent / guardian. Clubs are advised to keep a digital record of all members' questionnaires on file on a secure and password protected device for a maximum of **15 days** from the date the form is submitted, after which it should be deleted. Alternatively, paper copies of completed questionnaire can be kept in a secure and locked filing cabinet for the same period of time (maximum of 15 days), after which forms should be shredded. It is advised for clubs to assign the responsibility of managing this data to the club's Covid-19 Officer or to a member of the club's Covid-19 Committee.

Club Contact Tracing Register:

The personal data provided on the club contact tracing register is being collected in order to help prevent the spread of COVID-19 in IABA facilities and the wider community. Clubs **MUST** keep a digital Club Contact Tracing Register (digital templates have been circulated to club and can be accessed by visiting <http://iaba.ie/covid-19-guidance/>) on file for the period of **1 Month** from the date it was completed, after which it should be deleted. It is advised for clubs to assign the responsibility of managing this data to the club's Covid-19 Officer or to a member of the club's Covid-19 Committee.

Members Covid-19 Declaration:

This document **MUST** be read in full and signed by all members prior to them returning to training. Members under the age of 18 **MUST** also have the document signed by a parent / guardian prior to the member returning to training. Clubs are advised to keep a digital record of all members Covid-19 declarations on file on a secure and password protected device for a maximum of **12 months** from the date it was submitted, after which it should be deleted. Alternatively, paper copies of completed questionnaire can be kept in a secure and locked filing cabinet for the same period of time (for a maximum 12 months), after which forms should be shredded. It is advised for clubs to assign the responsibility of managing this data to the club's Covid-19 Officer or to a member of the club's Covid-19 Committee.