

The Acts require that personal data shall be kept only for ***one or more specified, explicit and legitimate purposes and shall not be further processed*** in a manner incompatible with those. This restriction may limit the usefulness of data for research purposes. If personal data are made anonymous, however, they cease to be personal data subject to the terms of the Acts.

In addition, ***certain data protection rules are relaxed for personal data kept for statistical, research or other scientific purposes, so long as the data are not used in a way that may harm the data subject***. The rules in question being the restrictions on further processing personal data that is incompatible with the original purpose, on not keeping data longer than necessary for the purpose and on not disclosing the purpose when the data were obtained. It should be noted that if research data are retained in personally identifiable format they may be subject to an access request from a data subject and are subject to restrictions on the transfer of data outside the European Economic Area.

12.5 Right of rectification or erasure

Data subjects have a right to have personal data rectified, or blocked from being processed, or erased where the data controller has contravened the Acts. In order to comply with the above rights of access, rectification or erasure, ensure that personal data can be located and collated quickly and efficiently:

- ensure personal data are in a format that is easy to locate and collate;
- verify that the access request and the personal data released refer to the same individual;
- know exactly what data are held on individuals, and by whom;
- hold personal data in a secure central location.

12.6 Responsibilities of data subjects

- All committee, staff, members and other data subjects should be informed of how to keep their personal data up to date.
- All committee, staff, members and other data subjects are responsible for:
- checking that any information that they provide to Parks Tennis Ireland is accurate and up to date;
- informing Parks Tennis Ireland of any changes in information that they have provided, such as changes of address;
- checking the information Parks Tennis Ireland sends out from time to time, giving details of information kept and processed;
- informing Parks Tennis Ireland of any errors or changes (Parks Tennis Ireland cannot be held responsible for any errors unless previously informed).

13. Further information

These guidelines provide a general introduction and should be used in conjunction with the comprehensive Data Protection advice and guidelines on www.dataprotection.ie, the website of the Irish Data Protection Commissioner (Office of the Data Protection Commissioner, Canal House, Station House, Portarlinton, Co Laois). Information is also available on Tennisireland.com

If you have any queries or seek clarification on any aspect of this document, please contact Kay Lonergan Phone: 01-8338711 or email parkstennis@eircom.net and it will be dealt with in confidence.

Signed..... Ashli Pender Date 22 May 2018

Chairperson, Parks Tennis Ireland