



# AFI Data Protection Policy

This data protection policy is to be read in conjunction with American Football Ireland (AFI) privacy notice, as updated from time to time.

The AFI board may, by resolution, amend this policy from time to time.

## 1. Data Controlled

AFI will, as a principle, not gather or process data relating to children of data relating to sensitive personal information.

The AFI board will maintain data protection and GDPR issues as a standing agenda item to be discussed on at least a monthly basis.

## 2. Data Protection Responsibility

AFI is not a public body.

The responsibility for observing and implementing appropriate data protection practices lies jointly with the AFI board and the administration of AFI.

## 3. Retention Period for Data

Data	Owner	Retention Period
Membership records and details	Commissioner	1 year from date of last renewal
CVs	AFI President	2 years
Footage gathered by officials	Director of Officiating	1 month, unless identified as: <ul style="list-style-type: none"> <li>(a) Depicting a relevant incident, in which case retained for longer of 2 years or as long as the relevant limitation period applies, or</li> <li>(b) Having particular value for training or education of officials, in which case it will be retained for up to 5 years.</li> </ul>
Information submitted in relation to appeals or disciplinary proceedings	Commissioner	Until 1 year from the date on which the appeal is complete
Garda vetting information (incl hard copy application where relevant)	Garda Vetting Officer	Until renewed
Game day roster	Director of Officiating	For a complete season, unless there is a particular reason given by the AFI board or Director of Officiating
Officials game day report	Director of Officiating	For a complete season, unless there is a particular reason given by the AFI board or Director of Officiating
Concussion forms	Commissioner	For a complete season, unless there is a particular reason given by the AFI board
Expenses forms	Director of Finance	Until payment has been processed and recorded by the finance department
Log of ejections, penalties etc	Director of Officiating	For a complete season, unless there is a

as set down by the Director of Officiating		particular reason given by the AFI board or Director of Officiating
Disciplinary log (incl citations)	Director of Officiating	For a complete season, unless there is a particular reason given by the AFI board or Director of Officiating
Board Appraisals	AFI President	For the term held by the Board Member
Audit Forms	Commissioner	Until season end
Coaching qualification details	Director of Coaching	Until coaching qualification has expired, personal details will be removed