**Offaly GAA Data And Confidentiality Policy**

**General principles**

The county committee may gain information about individual members and units during the course of carrying out its activities. Committee members and other designated officers may from time to time require or may have access to such information In most cases such information will not be stated as confidential and committee members may have to exercise common sense and discretion in identifying whether information is expected to be confidential.

**Commitment**

For the avoidance of doubt, officers will not disclose personal information about individual members unless authorised to do so. Officers will not disclose financial or other sensitive information relating to the unit either within or outside the GAA. Officers will not disclose financial or other sensitive information relating to any other third party either within or outside the GAA. Where there is a legal duty on the county committee to disclose information, the person to whom the confidentiality is owed will be informed that disclosure has or will be made.

**Control of Data**

GAA information is GAA property and may only be stored physically and electronically on the unit’s premises. Access to GAA information will be restricted to specific officers. Data may not be taken elsewhere in electronic form without permission of the chairman.

Data is collected and stored in accordance with the Data Protection Act. Thus personal data must be: • Obtained and processed fairly and lawfully.

• Held only for specified purposes.

• Adequate, relevant and not excessive.

• Accurate and up to date.

• Not kept longer than necessary.

• Kept secure and protected.

**Breach of confidentiality**

Any member who is breaches confidentiality may be subject to the GAA disciplinary procedures.