



Club Licensing Confidentiality Policy

Introduction

All those involved in the club licensing system and club monitoring process may have access to sensitive and confidential information. Respecting the principle of confidentiality is of key importance for the credibility of the club licensing system where information must be provided by licence applicants to enable the decision-making bodies to evaluate and reach a decision on the licence application.

Aim

The aim of this Policy is to ensure that those involved in the club licensing system and club monitoring process respect the confidentiality of information in accordance with Article 12(2) of UEFA Club Licensing & Financial Sustainability Regulations (FRS) 2022.

Policy

The IFA Club Licensing Confidentiality Policy requires that:

- All those involved in the club licensing system and club monitoring process respect the key principle of confidentiality;
- All those involved in the club licensing system and club monitoring process are made fully aware of the IFA Club Licensing Confidentiality Policy guidelines and are aware of their responsibilities in respect of confidentiality;
- All those involved in the club licensing system and club monitoring process must sign an agreement, as a minimum, upon their appointment by completing form RE.01.2 'Confidentiality Agreement' (Appendix I attached);
- Licence applicant clubs engaged in the club licensing system and club monitoring process, must sign form RE01.1 'Confidentiality Assurance' (Appendix II attached);
- Licensing documents should not be left where others can read them, and computers should be placed so that they cannot be overlooked, especially when working in public places;
- When not being used, papers should be stored in a way which minimises the risk of unauthorised access. Computers should be password protected. Suitable arrangements should be made for distributing papers and sending faxes and emails;
- Particular care should be taken when using removable devices such as laptops, removable discs, CDs, USB memory sticks and PDAs. Such devices should be used to store only information needed for immediate business purposes, not for permanent storage. Information on them should be at least password protected and preferably encrypted. Great care should be taken in looking after the devices themselves to ensure that they are not lost or stolen.





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Retention of Data and Period of Confidentiality

The IFA Club Licensing Unit will handle personal data in a responsible way to protect the data and maintain confidentiality. All licensing documentation is stored in individual club files in lockable cabinets on site.

The Club Licensing Administration has the right to make public statements where a club formally applies or subsequently withdraws their licensing application at any time during the process and/ or for the purpose of communicating details of any sanction applied by the Committee to any licence applicant.

When submitted documentation ceases to be relevant, all confidential material must be disposed of securely, for example by returning it to the client or professional client, shredding paper, permanently erasing information no longer required and securely disposing of any electronic devices which hold confidential information.

Privacy Statement

The Irish FA Group is obligated to comply with the General Data Protection Regulation (GDPR). Irish FA Club Licensing system processes personal information for legitimate purposes to comply with UEFA Club Licensing regulations and Irish FA Articles of Association.

Personal information will be shared with Irish FA Group third parties including Irish FA Licensing Members, appointed external experts, UEFA and UEFA appointed auditors.

Personal information submitted in a licensing application will be retained for at least five years. Licensing decisions will be retained for ten years.

Further detail on the Irish FA Group Privacy Notice and your rights can be found on www.irishfa.com/privacy or by contacting info@irishfa.com.

Breaches of Confidentiality

If any stakeholder involved in the club licensing system and club monitoring process, including the licence applicant/ licensee feels that there has been a breach in the IFA Club Licensing Confidentiality Policy they must formally write the Chief Executive of the Irish Football Association who will investigate the matter on their behalf and take action where appropriate.

