

# MINUTES OF IOA TELE-MEETING, 6TH JULY 2018

**Attendees:**

	In attendance	Apologies
Ciaran Donaghy (National Children's Officer	x	
Sarah Ní Ruairc (Treasurer),		x
Andrew Cox (Development Officer),		x
Stuart Scott (Mapping Registrar),		x
Darren Burke (High Performance),	X	
Eoin Browne (Director of Orienteering Education)		x
Aine Joyce (Minute Secretary)	X	
Debi Whelan (PRO)		x
Ruairi Short (Controller of Tech Stds)		x
Jeni Pim (Junior Officer)	x	
John McCullough (Vice Chairperson)	x	
Fergal Buckley (Fixtures and Hon Sec)		x

## **Agenda**

- **Minutes of Previous Meeting**  
<https://drive.google.com/drive/u/1/folders/0B3KCa1Aq4oageWE5MXFhZDBtaE0>
- **Matters arising**
- **Recording of decisions made by email**
  1. **Debbie staying on temporarily in the role**
- **Mid Year Review**
- **European Week of Sport**
- **Chairperson and committee positions**
- **Committee and GDPR (see stuart's email)**
- **HP Development**
- **A.O.B.**

	<b>Actions</b>
The meeting began at 8.00pm	
<p>Matters arising from previous meeting:</p> <ul style="list-style-type: none"> <li>- Outcome from Approval of Controllers (AJ to check email), the new list of controllers was issued by RS on 19/4/18 and is attached to these minutes.</li> <li>- NIOA and IOC – what was this, is there follow up to be done. AJ forwarded relevant email to JMcC</li> <li>- Minutes proposed by Darren and seconded by John McC.</li> </ul>	<b>AJ to put on website</b>
<p><b>Decisions taken to be recorded:</b></p> <p>There was a discussion about committee members who stepped down in May staying temporarily to finish some tasks. This item was deferred to be part of the “Committee Positions” item later in the meeting.</p>	
<p><b>Mid Year Review</b></p> <p>July 27<sup>th</sup> is the deadline. Email was sent outlining what each person need to do. Final accounts won't be available. Sarah will explain the circumstances as part of MYR submission.</p>	<b>All</b>
<p><b>European Week of Sport (22<sup>nd</sup> to 30<sup>th</sup> of September)</b></p> <p>A letter was received from Sport Irl re European Week of Sport. There was broad support for involvement and interest in contributing to the events on the National Sport Campus. Go with Laurence, go ahead,</p> <p>Agreed to go ahead with NSC mapping update. AJ to communicate.</p> <p><i>Since the meeting, AJ spoke to Cian S in Sport Ireland about involvement. Family Sportfest is on Sunday, 30<sup>th</sup> September from 11 to 5pm.</i></p>	<b>AJ</b>

<p><b>Committee positions</b></p> <p>There are a number of vacant positions on the committee, Chairperson, PRO and Technical.</p> <p>A number of people have been approached but are unavailable due to work and other commitments. There is interest in the PRO job.</p> <p>John to draft email to send to Orienteering Community.</p>	<p><b>JMcC</b></p>
<p><b>GDPR and Committee Emails</b></p> <p>See document and email from Stuart in appendix.</p> <p>This proposal was discussed by those present, all agreed on adopting this approach. Final vote was taken when Jeni joined the meeting.</p>	
<p><b>High Performance Development</b></p> <p>An email was received from a Swedish orienteer offering HP coaching. This was discussed and it was felt that his services on some Training weekends would be beneficial.</p> <p>Darren to go speak to him with this suggestion.</p> <p>It was also suggested that if we were going to use coaching services for Training Weekend, someone from the UK would be more convenient.</p> <p>This discussion is to be continued in more detail as part of a Face to Face meeting</p> <p>Darren will look at HP budget regarding the share of the travel insurance that the HP budget can take on.</p>	<p><b>DB</b></p>
<p><b>AOB</b></p> <p>John and Eoin attended PE association meeting in Sports Campus on PE as a Leaving Certificate subject. Sport Irl will seek to identify the schools that intend to offer Orienteering.</p> <p>The IOA would like to identify Orienteers who are teachers who can help with this. John to contact Andrew Cox re: this subject. Link to PE</p>	<p><b>JMcC</b></p>

Curriculum is below;

<http://www.pdst.ie/sites/default/files/Final%20Spec%20for%20LCPE.pdf>

Location for Face to Face meeting; Kilcoran Lodge is a more convenient venue for Munster. Dates for Face to Face meeting: Only 4 responses so far.

The vice Chairperson congratulating Stuart and Darren on their recent Family Announcements.

John welcoming Ciaran to the committee.

Ciaran attended a meeting in Newry for National Children's Officers. There is a training course in Belfast in October which he also will attends.

<Jeni joined the meeting.>

RE: Proposal for Emails and Document storage – Jeni agreed and so proposal is passed.

Update from Jeni:

No volunteers for proposed Training Weekend. Junior budget is fully allocated. There was a discussion about Junior Training and Selection Races.

Meeting ended at 21.07

Add copy of stuart's document and PE curriculum

## Register of IOA Certified Event Controllers

<b>Controllers</b>		<b>Senior Controllers</b>	
Name	Club	Name	Club
Darren Burke	CorkO	Padraig Higgins	SligO
Andrew Butterfield	GEN	Brendan O'Brien	KerryO
Hugh Cashell	CNOC	Frank Ryan	WEGO
Rory Costello	KerryO		
Sean Cotter	BOC		
Andrew Cox	WATO		
Gerard Cunningham	3ROC		
Deirdre Duff	WEGO		
Paul Dunne	WEGO		
Pat Flanagan	3ROC		
Fachtna Healy	CorkO		
Mary Healy	GEN		
Pat Healy	CNOC		
Val Jones	Fingal		
Colm Kingston	KerryO		
Eileen Loughman	CNOC		
Ted Lucey	BOC		
Ruth Lynam	CNOC		
John McCullough	3ROC		
Patrick Murphy	BOC		
Paul Nolan	GEN		
Aonghus O'Cleirigh	AJAX		
Pat O'Connor	WATO		
Donal O'Dowd	KerryO		
Danny O'Hare	CorkO		
Dave Richardson	Fingal		
Stuart Scott	UCDO		
Angus Tyner	SET		
Dave Weston	SET		
Harold White	3ROC		
Roxanne White	SET		
Donal Wickham	AJAX		
Updated		19 April 2018	

## **GDPR Policy for IOA Executive**

### **Revision History**

*06/07/2018 - Minor Updates*

*06/06/2018 - Final Draft Proposal*

*28/05/2018 - First Draft*

### **Introduction**

The GDPR directive, now in force, places strict requirements on the Association with regard to what data it can collect and how long it can be stored. While the IOA has a legitimate interest in most data it currently collects, a more streamlined approach to email and data storage will help to ensure compliance and allow the organisation to respond effectively to data subject requests and data deletion requests.

To this end, it is vital that electronic data is stored in one central location rather than on Member's personal computers or in various forms of email. For example, in the past, an outgoing Committee Member might hand a box of records to their successor. In the same way, an electronic transfer should be instantaneous and seamless. No copies of files should ever be kept by an outgoing Member.

To facilitate this, we propose that the Executive moves to a cloud email and storage facility. Google GSuite for Business is the recommended solution. The reasoning behind this is explained later.

In addition, a formal policy has been developed which all Members of the Executive and others acting in an official capacity within Irish Orienteering are requested to abide by. This is contained in the following section. It is envisaged that the policy would be a 'living document' and updated as often as needs be.

In terms of workload, a small amount of effort will be required to transfer to the new system. For most members of the Executive, this should not take more than an hour. Day to day usage will be seamless as Google Drive integrates very easily into most operating systems and phones. The Annual Declaration will take a small amount of time to complete the first time but it should be a very fast process thereafter.

## GDPR Policy

The following policy aims to assist the IOA in meeting the GDPR requirements to 1) store data securely, 2) store data only as long as is necessary and 3) allow the removal of personal data should a data subject request it.

In normal situations, all members of the Executive Committee and other officials must:

- a) Use their '@orienteering.ie' email address for all official correspondence - this helps to project a professional image along with ensuring continuity when roles are transferred;
- b) Store all electronic data in the appropriate folder in the IOA Online Data Storage Facility - the appropriate folder will be determined by who needs to see it;
- c) Not store any data on their personal computers under any circumstances;
- d) Not send attachments via email unless the attachments are password protected - emails are insecure and easily misaddressed or forwarded on. Simply link to the Online Data Storage instead;
- e) Regularly review any electronic and paper-based data held;
- f) Complete and sign the Annual Declaration in Appendix A at the end of each calendar year;
- g) Use mailing lists for circular emails. This removes the risks associated with using 'BCC' and allows instant removal should someone request it;
- h) Consider the purpose and how necessary any data is before it is collected, and how long it should be retained for;
- i) Use data only for the purpose for which it was collected. For example, do not use entry details to advertise forthcoming events unless an entrant has 'opted-in';
- j) Comply with any requirements set out by the GDPR.

Members of the Executive can only deviate from these requirements in exceptional circumstances. If this happens, a record must be kept explaining the reasons why.

### Recommended Solution: GSuite for Business

- Cost: e4 per user per month - approx. e500 per year based on 10 users ([https://gsuite.google.com/intl/en\\_ie/pricing.html](https://gsuite.google.com/intl/en_ie/pricing.html));
- Google blurb: "Paid Gmail features include: custom email (@yourcompany.com), unlimited group email addresses, 99.9% guaranteed uptime, twice the storage of personal Gmail, zero ads, 24/7 support, G Suite Sync for Microsoft Outlook, and more."
- GDPR:
  - Data storage location not clear but Google undertake to comply with Privacy Shield and GDPR;
  - Free version is for personal use only - therefore our current situation may not be compliant;

- Further info at: <https://cloud.google.com/security/gdpr/> and [https://privacy.google.com/businesses/compliance/#?modal\\_active=none](https://privacy.google.com/businesses/compliance/#?modal_active=none)
- Committee Members are already familiar with Google Drive and many use Gmail for personal email;
- Access Control can be managed easily and Members' data can be shared with only those who need to see them;
- Rather than attaching documents to email, a link to the Google Drive can be shared instead;
- Google Drive can be easily integrated with desktop computers and can allow some offline access if required;
- Mailing lists can be maintained by individual officers which will allow appropriate groups to communicate efficiently without having to disclose each other's email address or to use the 'BCC' function;
- Other solutions such as Microsoft and Dropbox were also considered. Microsoft contains more features and is better aimed at business users. However, it appears to be too complex for the IOA's needs and would require a considerable amount of effort to administer. Dropbox does not have standalone email.

**Appendix A: Annual Declaration**

I [Insert name here] confirm that I have reviewed all data that I hold and that it complies with the following:

- Any data which has exceeded its retention period has been deleted;
- Brief list of data types still held:

Description of Data	Reason Held	Next Review Date	Paper\Electronic

- All electronic data is stored in the approved IOA Online Data Storage Facility [ yes / no ]
- ...except for the following data:

Description of Data	Location Stored	Reason for Not Storing Online

*Signed:*

*Date:*