

STUNTWORX ELITE PERSONAL DATA COLLECTION AND MANAGEMENT

1. Types of information collected by Stuntworx Elite

We collect and further process two types of information:

"Personal Data"

This is data that identifies you or can be used to identify or contact you and may include your name, address, e-mail address, user IP addresses in circumstances where they have not been deleted, clipped or anonymised and telephone number. Such information is only collected from you if you voluntarily submit it to use and we use it to deliver Stuntworx Elite services and information to you. Stuntworx Elite collects personal data in the following circumstances.

Under the Stuntworx Elite membership contract, members are asked to nominate named family members in their household with whom Stuntworx Elite may communicate with to provide Stuntworx Elite services. These contact details are collected on a person to person basis and the legal basis for such data protection is to facilitate the necessary performance of the membership contract.

Other personal data processed by Stuntworx Elite are for attending Stuntworx Elite events and courses, and communicating with policy, media and other event producers with whom Stuntworx Elite communicates as part of its role as a competitive sports club.

We will also have supplier contact details which will contain individual names. In addition, Stuntworx Elite processes personal data of employees.

The Stuntworx Elite website is not intended for children and we do not knowingly collect data relating to children who are not members. The data collected regarding children is given willingly by guardians/parents.

"Non-Personal Data"

Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all visitors to our website. This Non-Personal Data comprises information that cannot be used to identify or contact you, such as demographic information regarding, for example, user IP addresses where they have been clipped or anonymised, browser types and other anonymous statistical data involving the use of our website.

2. Purposes for which we hold your Information

Non-Personal Data:

We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise our website.

Personal Data:

We will process any Personal Data you provide to us for the following purposes

- to contact you if we are to respond to any communications from you

- to confirm your identity to process any orders from you i.e. membership application, event bookings, training or publication purchase
- to review and update our membership contact details
- to notify you of changes and updates to our services and to our websites
- to be used in statistical reporting regarding our web activities
- to provide you with newsletters for which you subscribe (please see section 6 for further details)
- to provide you with training which you have requested

Members

Stuntworx Elite uses member contact and other relevant personal information to provide membership services to members. These services, and any personal information given to enable their provision, are provided under the Stuntworx Elite membership contract.

It is core to Stuntworx Elite membership services that Stuntworx Elite communicates with its members to keep them informed and up to date on what we are doing on their behalf and to seek their views and input (including membership surveys) on issues of relevance.

While Stuntworx Elite member interactions are business to consumer, they contain - principally via member contact details - some personal data. The relevant legal basis for processing any such personal data in Stuntworx Elite member communications is contractual and membership necessity.

Stuntworx Elite provides information, training and events to non-members who enquire, generally via the website in the first instance. Non-members may also contact Stuntworx Elite via the phone or via personal interaction with an Stuntworx Elite staff member. Non-members include individuals attending Stuntworx Elite training or events in their personal capacity. We rely on consent and contractual necessity for those communications.

Employees and Job candidates

If you apply to work with Stuntworx Elite we will use the personal data you give us during the recruitment process and will retain it for one year after your recruitment process ends unless otherwise obliged by law to retain it. We will only share it with our recruitment agencies and contractors if they are party to the process and to check references with third-parties nominated by you. We may keep de-personalised recruitment statistics for our own internal purposes but none of this data will identify you.

Events

When you attend an Stuntworx Elite event, we will need your name, email address, payment information and, in some cases, your dietary preferences. This information is necessary and used by us in organising and administering the event. We delete event attendance data within a maximum of 14 months (and maybe less depending on the event). If the event is an annual event we will hold your contact details to let you know when it is next being held. We normally handle Stuntworx Elite events ourselves but individual Stuntworx Elite trade associations occasionally use event managers who are GDPR compliant. Where this happens, we ask those external event managers to display their privacy statement to those with whom they interact with on Stuntworx Elite's behalf. If you are a speaker at an Stuntworx Elite event, we will publicly promote your involvement via Twitter, LinkedIn, media interviews, emails and webinars. This data may continue to be processed by those platform providers

after the event has ended.

Training

Stuntworx Elite provides management training programmes to members. We also provide and manage training programmes and initiatives which are funded in part by or provided to the State which are open also to non Stuntworx Elite members. Stuntworx Elite training programmes may involve other third-party contractors to Stuntworx Elite or maybe provided in association with other programme operators. Where this happens Stuntworx Elite will have an agreement in place with the other third party which will honour and protect the data privacy rights of training participants. These rights are set down later in this privacy statement.

3. Disclosure of information to third parties

We may provide Non-Personal Data to third parties, where such information is combined with similar information of other users of our website. For example, we occasionally inform third parties - usually sponsors of Stuntworx Elite events and initiatives - of the number of unique users who visit our websites, the demographic breakdown of our community users of our websites, or the activities that visitors to our website engage in while on our website.

We will not disclose your Personal Data to third parties unless you have consented to our doing so. We will, however, disclose your Personal Data if we believe in good faith that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court, workplace relations forum, regulatory order, or other statutory requirement.

4. Security

Your Personal Data is held on secure servers which are hosted by ourselves in accordance with our data retention schedule. The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet. No data transmission over the Internet can be guaranteed to be 100% secure. Any transmission of data is therefore at your own risk. Once we receive your data, we use appropriate technical and physical security measures, including firewalls and anti-virus protection to protect your personal data, from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to. Our suppliers are also required to use appropriate data protection compliance measures. We will continue to revise policies and implement additional security features as new technologies become available.

Credit card details processed on line are via a secure on-line payment and Stuntworx Elite does not have access to this information. However, credit card payments by via telephone/email/fax will only be retained until payment for the service/event has been successfully completed.

5. Retention

Members

We keep employer relations files for seven years from file closure.

We keep member contacts for as long as the member organisation remains and Stuntworx Elite member and we review contact lists annually across Stuntworx Elite.

We keep finance information for invoicing purposes for seven years as required by revenue.

Non-members

We keep non-member personal data for the duration of the training or event you have attended.

We retain contact details for events for up to 14 months after the event attended by the non Stuntworx Elite member. This allows us to let you know when the event is next held which maybe annually.

We will keep training data for as long as is necessary to provide the training in question and to deal with outstanding financial, exam or accreditation details.

Where you as a non-member have enquired about Stuntworx Elite services and have consented to us communicating further with you we will keep your contact details for up to 14 months.

If you unsubscribe from Stuntworx Elite communications, we will delete your contact details promptly.

6. Newsletters

You can subscribe to a number of newsletters on our website, for example Stuntworx Elite monthly updates, by completing the relevant online subscription forms. When you complete these forms, we record and save the content you input. We use this data to:

1. send you the newsletters; and
2. analyse the number of subscribers and the types of industries that are interested in our publications in order to tailor future content.

If you want to stop receiving our newsletters, you may do so at any time by using the Unsubscribe link in every issue. Your email address may be retained to ensure you no longer receive communications from which you have unsubscribed.

7. Cookies

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also helps us to improve our site. For more information on cookies, please see our [cookie policy](#).

8. Your rights

Stuntworx Elite membership rights are set out in the Stuntworx Elite membership contract. As a non-member, when we use your personal data to provide you with Stuntworx Elite non-member services (such as events, information or training), you have the following rights: The right to;

- be informed about processing of your data – which this Privacy Statement does
- access your personal data
- object to personal data processing
- object to any direct marketing – either use the ‘unsubscribe’ button on our emails or contact us directly by email to info@stuntworxelite.com
- personal data portability – if and when it arises
- have your data rectified if its inaccurate
- erasure (in some circumstances)

- have your data restricted or blocked from processing where appropriate

To exercise any of these rights, please email us at info@stuntworxelite.com.

If you are not happy with the way we have handled your data, and are unable to resolve the issue with us personally, you can complain to the Data Protection Commissioner

9. Changes to the privacy statement

Any changes to this Privacy Statement will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that stated in this Website Privacy Statement, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

10. Questions

If you have any questions regarding the above statement please contact us at info@stuntworxelite.com

This policy document has been adapted from the IBEC Privacy Policy.