



Irish Hangliding and Paragliding Association

STANDARD OPERATING PROCEDURE

IHPA Data Protection & Privacy Compliance

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Written by: Elaine O'Mullane	
Reviewed by: IHPA Committee	
Approved by: Pearse Cafferty	

Background

Ensuring compliance with GDPR and data protection regulations have been a legal requirement since 2018 and failure to comply can result in fines and regulatory actions from the Data Protection Commission (DPC). All Irish organizations that handle personal data of their members are required to ensure the protect the individuals rights people have over their data (e.g., access, rectification, deletion, and portability), and to have clear procedures to respond appropriately and with transparency & Accountability. A strong commitment to GDPR compliance reassures members that their data is handled securely and safely.

Purpose

The purpose of this standard operating procedure is to ensure the organisation collects, processes, and protects personal data in compliance with GDPR and Data Protection Laws.

Scope of this SOP

This SOP applies to members of the IHPA Committee and members.

Abbreviations

- SOP: Standard Operating Procedure
- IHPA: Irish Hangliding and Paragliding Association
- GDPR: General Data Protection Regulations
- DPC: Date Protection Commissioner

Procedure	
1	The lawful bases for processing data within the IHPA is identified and recorded in the IHPA Membership Data Points document (e.g., consent, contract, legal obligation, legitimate interest).
2	Data collection is minimized to only what is strictly necessary. All personal data is self-populated by the member/subject.
3	All data collected is securely stored on the IHPA website which is managed by WebWorld. On registering each member is given a unique identifier number which is the only identifier available on the WebWorld Server.
4	WebWorld uses SiteLock™ which undertakes daily malware scanning to identify vulnerabilities and known malicious code and automatically removes it from the IHPA website to protect the website and visitors against threats.
5	Only IHPA committee members have full access to all the data held. Committee members are made aware and receive training of their data handling responsibilities.
6	Data protection Activity procedures are in place and the data is logged in the IHPA Data Protection Activity Log. All data without purpose for retention is deleted and recorded in Data Protection Deletion log.

References

IHPA Website:

<https://www.iHPA.ie/index.php/home/about-us#gdpr-statement>

<https://www.iHPA.ie/index.php/home/about-us#privacy>

Data Protection Act 2018:

<https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>

GDPR Enactment 2018: <https://www.dataprotection.ie/en/who-we-are/data-protection-legislation>

Data Protection for Organisations: <https://www.dataprotection.ie/en/organisations>

GDPR Readiness Checklist:

<https://www.dataprotection.ie/en/organisations/resources-organisations/self-assessment-checklist>