

Data Upload Overview for Local Authorities

Introduction

Thank you for providing data to the National Database of Sport & Recreation Amenities (NDD). We believe the data, and the services built on it, will be of great benefit both to your work in the local authority and the residents and visitors who avail of your services. We have provided folders with project overviews and presentation materials and are happy to answer any questions you may have.

You will mainly have data on **Activity Locations** within your area and hope you can provide these to the database. You can do this by filling out a spreadsheet with all the Activity Location info in a standardised bulk template and sending it to us.

If you also have information on Clubs, that would also be welcome, but not as high a priority. You can also submit this data to us using a Clubs bulk template spreadsheet.

We hope you can have the completed templates back to us by **May 26th**.

Data Types to Supply

Activity Locations

An Activity Location is any place where physical activity is carried out. Examples include a GAA ground, a town park, a beach or a leisure centre.

Activity Locations will include:

- Public Places (Parks, beaches, green spaces, playgrounds etc)
- Sports Locations/Facilities (Pitches, swimming pools, leisure centres etc)
- Recreational Facilities (Piers/moorings, outdoor gyms, bike hire etc)
- Any other Relevant Data (Please include or ask if not sure)

For local authorities, there is one method to upload activity location data:

- **Bulk upload:** an Excel template to enter the details. A row in the Excel file should hold the details of one activity location

- You can [download the Activity Location bulk template on this webpage](#).
- Click the “Download” button in the top right of the page.
- It will download a Zip file. A Zip file is a compressed version of a file – in this case the Excel template. [More info on how to open Zip files](#).
- Open the Zip file and it will contain an Excel file named ‘*ActivityLocation Bulk Upload V2.2.xlsm*’
- When you open the Excel file make sure you click the “Enable macros” option. Macros are little rules inside the Excel file we use to ensure data quality.
- Email the completed Excel spreadsheet back to us, and we will upload it to the website.

Please see [Uploading Activity Location Data – Guide for Local Authorities](#) for more details.

Clubs

A Club is a group of people who take part in a sport or activity. Examples include a soccer team, a hillwalking club or an active retirement group.

For local authorities, there is one method to upload club data:

- **Bulk upload:** an Excel template to enter the details. A row in the Excel file should hold the details of one club
 - You can [download the Club bulk template spreadsheet on this webpage](#).
 - Click the “Download” button in the top right of the page.
 - It will download a Zip file. A Zip file is a compressed version of a file – in this case the Excel template. [More info on how to open Zip files](#).
 - Open the Zip file and it will contain an Excel file named ‘*Club bulk upload form v2.2.xlsm*’
 - When you open the Excel file make sure you click the “Enable macros” option. Macros are little rules inside the Excel file we use to ensure data quality.
 - Email the completed Excel spreadsheet back to us, and we will upload it to the website.

Please see [Uploading Club Data – Guide for Local Authorities](#) for more details.

GDPR and Data Protection

We have given careful consideration to GDPR for this project. We cannot accept any potentially personal contact details (non-generic email addresses or phone numbers) without clear consent as per the requirements under the **Data Protection Act 2018**.

Potentially personal data may include contact details for facilities / clubs:

- Phone numbers
 - It can be hard to know if numbers are personal or belong to a club or facility
- Non-generic email addresses
 - info@club.ie or club@gmail.com are ok (they are generic)
 - johnsmith@gmail.com or krfc@yahoo.ie are not ok (may be a personal contact)

Important

Please do not include any personal data in your submissions to us without clear consent to do so.

Contact Details

For questions about the project and data, or to send completed Data Templates, please email our project lead, Darragh O'Sullivan at:

dosullivan@sportireland.ie