

# PARISH OF ST MARY'S MAYNOOTH AND LADYCHAPEL DATA PROTECTION POLICY

## About this Data Protection Policy

This policy explains when and why the Parish of St Mary's Maynooth and Ladychapel, called "the Parish" in the rest of this document collects personal information about our parishioners, how we use it, how we keep it secure and your rights in relation to it.

With your permission we collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect the data from you. The Parish Priest is the Controller of all data held by the Parish.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check our website <http://www.maynoothparish.org/> No amendments will be made retrospectively.

The Parish will always comply with the Irish Government and EU General Data Protection Rules (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website of the Data Protection Commission <https://dataprotection.ie/>

## Who are we?

We are the Parish of St Mary's Maynooth and Ladychapel as set out on our website above. The Parish Priest is Fr Frank McEvoy P.P. [mcevoyf5@gmail.com](mailto:mcevoyf5@gmail.com) and the Curate is Fr Paul Kelly [paul.akelly@outlook.com](mailto:paul.akelly@outlook.com). The Parish can be contacted via the Parish Secretary on 01-6293018 or via email [maynoothparishoffice@gmail.com](mailto:maynoothparishoffice@gmail.com)

## What Data do we collect and why

Type of Data	Purpose	Legal Basis of Processing
Parishioners' names, addresses, postal codes, landline telephone numbers, mobile telephone numbers, email addresses and/or social media addresses.	Managing the Parish groups.  Notification of events and other Parish related communications using internet, email, post or telephone.	By consent for the purposes of the legitimate interests of the Parish. We seek the consent of parishioners when we register their data initially.
The names and contact details of parishioners' dependents under 18 years.	Managing the Parish Youth groups such as Altar Servers.	By consent for the purposes of the legitimate interests of the Parish.
Photographs and videos of parishioners.	Publishing on the Parish website and Live Streaming.  Publishing in Parish Newsletters or Parish promotional material or on social media.	By consent.  Consent may be withdrawn at any time by contacting the Parish Secretary.

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Type of Data	Purpose	Legal Basis of Processing
Births, Marriages and Deaths Register.	To file, retain and preserve all records of Births, Marriages and Deaths processed within the Parish on behalf of parishioners or others.	The Parish has a Legal obligation to the State and to relevant Canon Law in relation to this data.
Employee taxation and salary information.	The processing of Parish employee salaries and the relevant deductions and returns of Income Tax and other state deductions.	The Parish has a Legal obligation to the State in relation to the handling of employee data.
Bank Account information, e.g. in the form of Standing Orders for donations.  Taxation information such as on CHY3 forms given to the Parish to allow the Parish reclaim tax on donations.	Monitoring and managing direct debits, standing orders and donations to the Parish.  This information is handled with complete confidentiality in accordance with GDPR requirements.	By consent. We seek the consent of parishioners when we register their donation data initially.  Consent may be withdrawn at any time by contacting the Parish Secretary.

### How we protect your personal data

The Parish has implemented a generally accepted high standard of technological and operational security in order to protect personal data from loss, misuse or unauthorised access or destruction.

Only relevant and authorised members of the Parish Finance Committee have the required passwords to access financial data held on the Diocesan Pastoral Management System.

Please note however where you are transmitting messages or information to us over the internet we cannot guarantee this to be 100% secure because it is outside our control.

The Parish will notify you promptly when we become aware of any breach of data which might expose you to serious risk.

### Who else has access to the information you provide us with?

In the course of providing services to you the Parish may pass some of your data to Third Parties who are our services providers, agents or subcontractors for the purposes of completing tasks and providing services to you on our behalf. An example of such Third Party would be MailChimp which is an *Internet Service Provider* the Parish uses for group or Parish wide email notifications.

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The Parish Priest as the Controller will disclose only such data as is necessary for the Third Party to deliver the service. The Parish retains a contract with such Third Parties to ensure they keep our information secure and to verify that they may not use it for their own purposes.

Such provision of service also applies to the Archdiocese, which has the power of oversight over Parish affairs. Our data interactions with the Archdiocese are carried out under a Data Processing Agreement that clearly defines the legal obligations of secure processing and of keeping data confidential.

The Archdiocese in carrying out its functions can also act as a service provider to our Parish using secure software such as the Diocesan Pastoral Management System as it currently does in administering to all parishes of the Diocese.

The Parish will never sell your personal data. We will not share your personal data with any Third Party without your prior consent (which you are free to withhold) except where required to do so by law or as described above for confidential service provision.

### **How long does the Parish keep your information?**

We will keep your personal data on our system for as long as you are a parishioner and as long afterwards as is necessary to comply with our legal obligations and legitimate interests in the running of the Parish.

We will review retained personal data from time to time to establish whether we are still entitled to process it. If the review indicates we are not entitled to do so we will initially retain such data in secure archived form to comply with any legal obligations (e.g. compliance with tax regulations, defence of any legal claims and the like). Thereafter all unrequired personal data will be securely destroyed.

We will securely destroy any banking or taxation information immediately it is no longer needed.

### **Your rights**

Your rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased in certain circumstances
- To object to or restrict how your personal data is processed
- To have your personal data transferred to yourself or to another in certain circumstances

You have the right to take any complaints about how we process your personal data to the Data Protection Commission <https://dataprotection.ie/>