

DATA PRIVACY NOTICE

The Grouped Parishes of Sandford and St Philip’s Milltown

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone, or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “**GDPR**”), which became law in Ireland on 25 May 2018.

2. Who are we?

We are the Grouped Parishes of Sandford and St Philip’s Milltown (the “**Grouped Parishes**”) and are, together, the data controller (contact details below). This means that the Grouped Parishes decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Grouped Parishes comply with their obligations under the GDPR by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
- To administer membership records.
- To fundraise and promote the interests of the church.
- To manage our employees and volunteers.
- To maintain our own accounts and records (including the processing of tax rebates).
- To inform you of news, events, activities and services running at our parishes, or relevant Diocesan events.
- To enable us to comply with our legal and regulatory obligations, Diocesan requirements, and any requirements imposed by our insurers.

4. What is the legal basis for using your personal data?

We will use your personal data for one or more of the following reasons:

- Where we have your explicit consent to do so, so that we can keep you informed about news, events, activities and services, process any tax rebates in relation to donations made by you, and keep you informed about parish and Diocesan events
- Where we are required by law, or by our regulatory obligations, or by our insurers, to do so.

- As part of the management of the activities of the Grouped Parishes (which can include keeping lists of those on various committees, or who have agreed to help out with certain jobs around the Grouped Parishes) as long as:
 - the processing relates only to members or former members of the Grouped Parishes (or those who have regular contact with the Grouped Parishes for those reasons); and
 - such data is not disclosed to a third party without your consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out within Irish data protection legislation, the GDPR and any other applicable Irish law, details of which can be found on the Data Protection Commissioner’s website.

Specifically, we retain data in accordance with the Retention Policy developed by the Representative Church Body (“RCB”). That Retention Policy is available on the GDPR section of the RCB’s website: <https://www.ireland.anglican.org/parish-resources/501/general-data-protection-regulation-gdpr#section-501>.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Grouped Parishes hold about you.
- The right to request that the Grouped Parishes correct any personal data if it is found to be inaccurate or out-of-date.
- The right to request that your personal data is erased where it is no longer necessary for the Grouped Parishes to retain such data.
- The right to withdraw your consent to the processing of your personal data at any time.
- The right to request that the Grouped Parishes provide you with a copy of the personal data that they hold about you and, where possible, to transmit that data directly to another data controller, (known as the *‘right to data portability’*).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable, and except where the processing is based on legitimate interests).
- The right to lodge a complaint with the Irish Data Protection Commissioner.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the **new use** of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact a member of our Data Protection Sub-Committee. The current members, and their contact details, are as follows:

Julie Davenport (St Philip’s Select Vestry)

E-mail: julesrdavenport@gmail.com

Maedhbh Erwin (Sandford Select Vestry)

E-mail: maedhbherwin@gmail.com

The Revd Canon Sonia Gyles, The Rectory, Sandford Close, Ranelagh, Dublin 6

E-mail: sandford@dublin.anglican.org

If you want to exercise your right to request a copy of your personal data which the Grouped Parishes hold about you, please complete the Subject Access Request Form available on the GDPR section of the website of the RCB here: <https://www.ireland.anglican.org/parish-resources/501/general-data-protection-regulation-gdpr#section-501>. That form should be posted to The Data Protection Sub-Committee, c/o The Rectory, Sandford Close, Ranelagh, Dublin 6, or sent via email to a member of the Data Protection Sub-Committee listed above.

You can also contact the Data Protection Commissioner (Ireland) on +353 (0761) 104 800; LoCall 1890 25 22 31; via email info@dataprotection.ie or by writing to: The Data Protection Commissioner, 21 Fitzwilliam Square South, Dublin 2, D02 RD28. If you would like to know more about data protection and the GDPR, please see the following section of the Data Protection Commissioner’s website which contains information on the rights of individuals under the GDPR: <https://www.dataprotection.ie/en/individuals>.