



ST. PATRICK'S MISSIONARY SOCIETY

Data Protection Privacy Notice (SPMS-DP-02)

1. What is Personal Data?

Personal data is data about a living individual who can be identified from that data. The processing of personal data in Ireland is governed by the EU General Data Protection Regulation (EU) 2016/679 and the Data Protection Acts 1988-2018 and in the UK by the Data Protection Act 2018.

2. Who are we?

St. Patrick's Missionary Society, Ireland, (SPMS Ireland) is a registered Charity (Registered Charity Number 20004231; CHY 397).

SPMS Ireland is the data controller (contact details below) which means that SPMS Ireland decides how your personal data is processed and for what purposes.

SPMS Ireland is committed to protecting your privacy and we have appropriate policies and procedures in place to process and protect any personal data that we hold about you.

3. How do we process your data?

SPMS Ireland complies with its legal obligations by using personal data only for specified, lawful purposes; by not collecting or retaining excessive amounts of data; by keeping personal data up to date; 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.

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

Depending on how and why you engage with SPMS Ireland we may use your personal data for the purposes set out in the following table which also sets out the legal base(s) for processing your data:

Purpose	Legal Basis
Administration and promotion of the Society's missionary work	Consent (Article 6(1)(a) GDPR) Legitimate interests (Article 6(1)(f) GDPR)
Receipt of donations	Consent
Provision of health and care services	Provision of health or social care or treatment (Article 9(2)(h)) GDPR
Administering and promoting SPMS Ireland publications and activities e.g. retreats	Legitimate interests
Recruitment and employment of staff	Performance of a contract (Article 6(1)(b)) GDPR Occupational health, working capacity of employee (Article 9(2)(h)) GDPR
Safeguarding of children	Legal obligation (Article 6(1)(c) GDPR)

5. Sharing your personal data

In certain circumstances, SPMS Ireland may need to share personal data with third parties.



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- a. **Benefactors:** We share your personal data with parties including the Revenue Commissioners (to claim the tax-back on any charitable donations, where applicable) and with payment service providers (to process the credit/debit card transaction on any subscription or donation).
- b. **Members:** We share members' personal data with educational institutions which our members attend as part of training, formation, discernment, vocations, sabbaticals, etc.; other Regions & Districts of St Patrick's Missionary Society and the Central Leadership Team; and with Dioceses and parishes in Ireland and the UK. In respect of any safeguarding information relating to members, we share data with TUSLA, An Garda Síochána, medical professionals and clinical bodies, and other Church bodies including the National Board for Safeguarding Children in the Catholic Church in Ireland. If the member is receiving care in St Patrick's, the personal data will be shared with the member's clinical care team, hospitals and other care providers that may be in a position to assist in meeting the member's care needs. We may also share their personal data with their close family/next-of-kin if the person consents or requires us to do so, or in case of an emergency.
- c. **Employees:** We share employees' data with third parties, including other Government bodies including Revenue Commissioners, Department of Social Protection, TUSLA, An Garda Síochána, and the HSE; any regulatory body to which the employee belongs; your Trade Union (for employment rights); occupational health advisors and registered medical professionals; our insurance company (re any claims and/or insurable events); banks/financial institutions (to pay wages); pension administrators and pension trustees (re the occupational pension scheme); future employers (if the employee requires an employment reference, etc.); other service providers (including IT providers, security providers, legal advisors), etc.

In addition, personal data may be shared where required to comply with our legal obligations, to enforce our legal rights and to resolve disputes and defend litigation.

If you would like further information about who we share your data with, please contact us.

6. International Transfer

All personal data is stored either within the European Economic Area or countries whose data protection regimes have been designated as adequate by the European Commission including the UK. Where the transfer of personal data to other countries is required SPMS Ireland may rely on exemptions under Article 49 of the GDPR which provides for the transfer of such data where this is done with the consent of the data subject and/or where such transfers are occasional and not systematic.

7. How long do we keep your data?

SPMS Ireland keeps personal data required for the administration of the Society and its services for no longer than is absolutely required for the purposes set out in the table on p.1 above. In addition SPMS Ireland maintains an archive which includes certain personal data relating to members of the Society, which is considered to be of enduring historical value and public importance. Details of retention practices and periods are set out in our procedure Retention of Personal Data (SPMS-DP-04). which is available on request.

8. Your rights and your personal data

You have the following rights with respect to your personal data:

- To access and request a copy of your personal data, which SPMS Ireland holds about you.
- To request your personal data is erased where it is no longer necessary or lawful for SPMS Ireland to retain such data.
- To request a restriction is placed on further processing of your personal data where there is a dispute in relation to the accuracy or processing
- To request that SPMS Ireland correct any personal data if it is found to be inaccurate, incomplete or out-of-date.



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- To object to the processing of personal data by SPMS Ireland.
- To request that SPMS Ireland provides you with a copy of personal data that you have provided and, in certain circumstances, to transmit that data directly to another data controller.

You also have the right to lodge a complaint with the Data Protection Commission should you be unhappy about any aspect of SPMS Ireland's handling of your personal data or any request to us.

9. Contact Details

To exercise all relevant rights or submit a query or a complaint please, in the first instance, contact the Data Protection Coordinator at:

St Patrick's Missionary Society
Kiltegan
Co Wicklow
W91 Y022
Ireland

Email: dataprotection@spms.ie

10. Complaints

You have the right to make a complaint to the Data Protection Commission which you can contact by phone: **1800 437 737**; via website www.dataprotection.ie or by writing to:

The Data Protection Commission
21 Fitzwilliam Square South
Dublin D02 RD28
Ireland