

1 INTRODUCTION

The purpose of this document is to provide a concise policy statement regarding the Data Protection obligations of Glanmire Catholic Parish. This will ensure Glanmire Catholic Parish meets the requirements of the relevant Irish legislation. This policy applies to all personal data collected and stored by Glanmire Catholic Parish in the course of its activities.

Data Protection is the means by which the privacy rights of individuals are safeguarded in relation to the processing of their personal data. The Data Protection Acts 1988 and 2003 and the General Data Protection Regulation (GDPR) confer rights on individuals as well as placing responsibilities on those persons processing personal data.

2 SCOPE

The policy covers both personal and sensitive personal data held in relation to data subjects by Glanmire Catholic Parish. The policy applies equally to personal data held in manual and automated form.

3 PRINCIPLES OF DATA PROTECTION

- Obtain and process information fairly
- Keep it only for one or more specified, explicit and lawful purposes
- Use and disclose it only in ways compatible with these purposes
- Keep it safe and secure
- Keep it accurate, complete and up-to-date
- Ensure that it is adequate, relevant and not excessive
- Retain it for no longer than is necessary for the purpose or purposes
- Give a copy of his/her personal data to an individual, on request

Glanmire Catholic Parish collects data from parishioners, employees and contractors. Glanmire Catholic Parish uses CCTV cameras and where these are used there are clear signs outlining their use.

Personal data collected from employees is used only in connection with their employment by Glanmire Catholic Parish and includes name, address, contact details, revenue details and bank details. Personal data collected from contractors is used only in connection with the specific contract for Glanmire Catholic Parish and includes name, address, contact details, revenue details and bank details. Personal data collected from parishioners is used for sacrament preparation, administration and communication relating to Glanmire Catholic Parish and its parishioners and includes name, address and contact details.

Where the personal data collected refers to an underage person the details of the guardian is obtained at the same time.

All data collected is stored securely in the parish office. Data collected for specific parish committees and groups will be also be held securely by the person running the committee or group.

Personal data may be shared with members of a committee or group to ensure the smooth and effective running of the group. Members of the group are made aware of this on joining the committee or group.

At each use of the data its accuracy is verified and where necessary corrections made.

4 DATA SUBJECT REQUESTS

On making a written request to you any individual about whom you keep personal information is entitled to a copy of the data, a description of the purposes for which it is held, a description of those to whom the data may be disclosed and the source of the data unless this would be contrary to public interest.

The request must be made in writing and must provide sufficient information to verify identity and to help locate the information. Information relating to other individuals will be redacted unless specific consent is received to provide it.

Glanmire Catholic Parish will respond to these requests within one calendar month.

5 DATA BREACH

A data breach occurs when personal or sensitive personal data has potentially been viewed, stolen or used by an individual unauthorized to do so.

On becoming aware of a data breach, the Data Controller will form a committee with members of the parish assembly who will investigate the situation and where necessary report the breach to the Data Protection Commissioner and to the individuals affected. Data breaches must be reported as soon as possible and no later than 72 hours after becoming aware of it.

The Data Controller will maintain a log of all data breaches.

6 DEFINITIONS

Data	Automated data refers to data held on computer, or stored with the intention that it will be processed on computer. Manual data refers to paper-based data that is processed as part of a relevant filing system, or which is stored with the intention that it will form part of a relevant filing system.
Personal Data	Any information relating to an identified or identifiable natural person; an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity
Sensitive Personal Data	Sensitive personal data is defined in the Data Protection Acts as any personal data relating to <ol style="list-style-type: none">racial or ethnic origin, political opinions, religious or philosophical beliefstrade union membership,mental or physical health,sexual life,commission or alleged commission of a crime, and information relating to criminal prosecutions, whether the accused was acquitted or convicted,biometric data,genetic data.
Data Controller	A legal or natural person who, either alone or with others, determines the purpose and means of the processing of personal data. The Data Controller for Glanmire Catholic Parish is the parish priest, currently Fr. John Newman.
Data subject	An individual who is the subject of personal data
Data processing	Performing any operation or set of operations on data, including obtaining, recording, storing, retrieving, altering, consulting or using the data. It also includes disclosing the data and erasing or destroying the data