



The Congregation of Dominican Sisters of our Lady of the Rosary and
St. Catherine of Siena, Cabra

PRIVACY NOTICE
May 2018

The Congregation of Dominican Sisters of our Lady of the Rosary and St. Catherine of Siena, Cabra (The Congregation) respects you and your privacy and is committed to complying to privacy legislation.

The information below is what is referred to as a privacy notice which explains how the Congregation uses and protects your personal information. If you have any concerns or questions about how we look after your personal information, please contact:

Sr. Maighread Gallagher OP

E.Mail: datacontroller@dominicansisters.com

What is personal information?

Personal information is often records that can identify and relate to a living person.

This can also include information that when put together with other information can identify a person.

What are the Special Categories of Information?

This is personal information that needs more protection due to its sensitivity.

This information is likely to include:

- Sexuality and sexual health
- Religious or philosophical beliefs
- Ethnicity
- Physical or mental health
- Trade union membership
- Political opinion
- Genetic/biometric data

Why we use personal information

We may use some information about you to:

- Enter into a contract to which the individual is a party or to enable the performance of a contract;
- Provide appropriate pastoral care;
- Reduce inequality
- Manage our ministry
- Train and manage the employees who work for us;
- Help to investigate any worries or complaints about the Congregation/workplace
- Keep track of spending on ministry;
- Help with planning for the future;

There are a number of *legal* reasons why we need to collect and use your personal data:

- Where you or your legal representative have given consent;
- Where you have entered into a contract with us;
- Where it is necessary to carry out our duties;
- Where it is necessary to protect someone in an emergency;
- Where it is required by law;
- Where it is necessary for employment purposes;
- Where you have made your data publicly available
- Where it is necessary to establish exercise or defend a legal claim;
- Where it is in the substantial public interest;
- Where it is necessary to protect public health;

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- Where it is necessary for archiving public interest information.

Where we are using your consent to use your personal data, you have a right to withdraw that consent at any time.

With whom will we share your personal information?

Sometimes we have a legal obligation to provide information about people to other organisations – e.g. Gardaí or the courts.

We may also share your information when we feel there is a good reason that is more important than protecting your confidentiality. This does not often happen but we may share your personal information:

- To protect a child
- If there is a serious risk to staff or other professionals
- To stop crime or fraud
- With future employees

We will not share information without your permission unless there is proof that someone is at risk or it is required by law.

Your Privacy Rights

The law provided you with a number of rights to control the processing of your personal information:

Accessing the information we hold about you

You have the right to ask for all the information we have about you. When we receive a request from you in writing, we must normally give you access to everything we have recorded about you. However, we will not let you see any parts of your records which contain:

- Confidential information about other people;
- Data on information professionals think will cause serious harm to you or someone else's physical or mental wellbeing;
- If we think that the prevention or detection of crime may be adversely affected by disclosing information to you.

This applies to paper and electronic records. If you ask us, we will also let others see your records except if any of the clauses above apply. If you cannot apply for your records in writing, we will make sure there are other ways to apply. If you have any queries regarding your access to your information, please contact

How do we protect your information?

- Access to files is controlled by passwords or encryption. Paper files are locked.
- Staff are trained to handle information
- Filing cabinets and electronic systems are kept up to date
- Information is destroyed once a reason for retention no longer applies
- Passwords and codes are changed on a regular basis
- Wherever possible, data will be anonymised, pseudonymised or de-personalised. This means that the data can no longer identify a person.

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We will not give information about you to anyone without your consent unless the law and our policies allow us to.

Changing information you believe to be inaccurate

You should let us know if you disagree with something written on your file. We may not always be able to change or remove the information but we will correct factual inaccuracies and may include your comments on the records.

Asking for information to be deleted (the right to be forgotten)

In some circumstances you can request the erasure of personal information used by the Congregation for example:

- Where the personal information is no longer required for the purpose for which it was collected and where there is no other basis for the retention of the information;
- Where you have withdrawn your consent to the use of your information;
- Where there is no legal basis for the use of your information;
- Where erasure is a legal obligation;

Where personal information has been shared with others the Congregation shall make every reasonable effort to ensure those using your personal information comply with your request for erasure.

Please note that your right to erasure does not extend to using your personal information where:

- It is required by law
- It is used for exercising freedom of expression
- It is of public interest in the area of public health
- It is for archiving purposes in the public interest, scientific or historical research purposes, or statistical purposes where it would seriously affect the achievement of the objective of processing.
- It is necessary to establish exercise or defend a legal claim

Restricting what your information is used for

You have the right to ask us to restrict the purposes for which we use your personal information where one of the following applies:

- You have identified inaccurate information and have informed us of this
- Where using your information is unlawful and you wish us to restrict rather than erase the information
- Where you have objected to us using the information and the legal reason for using the information has not yet been provided to you

When information is restricted, it cannot be used other than to securely store the data, and with your consent, to handle legal claims, protect others or where it is for important public interests in the state.

Where restriction of use has been granted, we will inform you before the use of your personal information is resumed. You have the right to request that the Congregation stop using your personal information for some services. However, if this request is approved it may cause delays or prevent us from delivering some services to you. Where possible we will seek to comply with your request, but we may need to hold or use information in connection with one or more of the Congregation's legal obligations.

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