



## Privacy Notice

### Missionary Sisters of St Columban (Ireland) CLG

This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights.

**Who we are:** We are the Missionary Sisters of St Columban (Ireland) CLG (the “**Charity**”), a company limited by guarantee with its registered office at 75 St Stephen’s Green, Dublin 2, registered charity number 20077044 and CHY19596.

**What personal data we collect and why:** We collect and use personal data relating to our benefactors, our Sisters, our employees, and others who engage with us.

- **Benefactors and supporters:** We collect and process personal data of benefactors. This personal data includes your name, address, email address, phone number, details of when you were last in contact with us, and any other personal data provided to us. We will use your personal data for the following purposes:
  - **Donations:** If you make a charitable donation we may collect your financial information (eg. credit or debit card details) for the purposes of processing your donation. We will use your personal data to send you a receipt and thanks for any donation. If you make a donation through a payment website (eg Paypal) then you will be subject to their privacy policy. Paypal will transfer your personal data to us for us to process the donation. We will process this personal data based on your **Consent**.
  - **CHY3 or CHY4:** If you wish to enable us to claim back the tax on your donation from the Revenue Commissioners, and you complete a Form CHY3 or CHY4 for that purpose, the form will contain your PPS number and will be submitted to the Revenue Commissioners for the Charity to recover the tax back on your donation. We will process this personal data based on our **Legal Obligation** under the Taxes Consolidation Acts 1997 and the Charities Act 2009.
  - **To send you charity and appeals materials:** If you give us your **Consent**, we will write to you (usually by post) to tell you about our charitable projects and fundraising activities, to send you Christmas calendars or other seasonal materials. If at any time you no longer wish to receive these from us, you can opt-out of receiving those letters at any time by contacting us.
  - **Prayers:** Some benefactors ask us to pray for their special intentions. Where our benefactor specifies what those special intentions are (eg. their own ill-health, a family bereavement, etc) and we will record the benefactor’s special intentions to ensure they are remembered in our prayers for the relevant period agreed with the benefactor. We will treat same with utmost confidentiality. When recording your special intentions, we will process this personal data based on your **Consent/Explicit Consent**. Where a benefactor asks us to pray for another living person with whom we have no regular contact (a “third party”) we will record the benefactor’s special intentions based on **legitimate interests** to ensure that special intention is remembered in the Sisters’ prayers, but in order to respect that third party’s privacy we will endeavour not to record any special categories of personal data relating to that third party. For example, if John asks us to pray for his daughter Mary who is seriously ill, we will endeavour to minimise any collection of Mary’s personal data, for example: “*John has asked us to remember his daughter, Mary, in our prayers*”, or “*We remember John’s special intentions in our prayers*”.
  - **Website:** we operate a “contact us” form on our website. If you chose to provide your

personal data via this form (eg. name, email address, message) we will use that information to contact you and/or respond to your query where relevant. We will process the personal data you provide to us via the "Contact Us" form as set out in this Privacy Notice, and will use same for as long as it necessary to complete the purpose for which you submitted the "contact us" form to us, or for such longer period as required by law. In addition, our website utilises cookies. A cookie is a small text file stored on your computer/device when you visit a website. For example, a cookie may allow a website "remember" your actions or preferences, or it may contain data related to the function or delivery of the site. For further information, please see the Cookies Policy on our website.

- **Photographs:** If you attend an event at which we are taking photographs to put up on our website or social media page (eg Facebook), we will ask for your **Consent** to take your photograph and put it up on the website and social media page. If you give your Consent to this use, the photograph will be subject to the privacy policy of the social media site. You can withdraw your Consent at any stage, and we will remove the photograph from the social media page and/or website according to your preferences.
- **General charity records:** We use your personal data based on our **legitimate interests** and for the **establishment, exercise or defence of legal claims**, for proper record keeping, for good corporate governance, to manage risk, to prevent fraud, for verification purposes, to obtain professional advices (including legal advice), for insurance purposes, to resolve disputes and take or defend litigation etc. The legitimate interests are our charitable objectives, and to run an efficient charity.

Benefactors do not have to provide any personal data to us, but if you do not provide it we cannot: process the payment, thank you for your donation, recover the tax-back from Revenue, contact you about the Charity's work and fundraising events etc.

- **Sisters:** We collect and process personal data of Sisters (including former members and applicants). We will use this personal data for the following purposes:
  - **Personal information:** name; date of birth; address and contact details; CV, education and qualifications; religion; data relating to training, formation, discernment, and vocation; canonical processes; Vetting data and safeguarding data; PPS number; financial data; photos/images (including for CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, appointments processes, retirement details, next-of-kin details, biographical information including family information etc. We process this data for compliance with our **legal obligations** and for the **legitimate activities of a not-for-profit religious body**.
  - **Photographs:** we take photos and films ("images") of our Sisters for use on our website and social media account (eg. Facebook). We use these images taken at Congregational events (eg. Jubilee celebrations, community events, etc) for the purpose of maintaining a visual record of the Sisters and the vibrant life of our Congregation. We may also display these photographs in Congregational properties and use them in Congregational literature. Sisters are asked for their **Consent** for the use of their photographs.
  - **Nursing home:** If the Sister is a resident in our Nursing Home at Magheramore, the personal data will also include all medical, nursing, care records, and any records relating to social welfare, pension and/or benefit entitlements. We process this data for compliance with our **legal obligations** and for the purposes of **preventive or occupational medicine, and the provision of health or social care or treatment**.
  - **Family information:** We also hold the address and contact details of Sisters' family members, so that we can contact them in case of an emergency, and let them know about Cemetery Day (a celebration held every 3 years to which family members are invited). We process this data for compliance with our **legal obligations** and for the **legitimate activities of a not-for-profit religious body**.
  - **Legitimate interests, legitimate activities, and substantial public interests:** We use personal data for purposes including: running the body in compliance with our canon law obligations; allocating resources across our organisation; complying with all our legal obligations (in canon and civil law); complying with our obligations as a charitable body; to work in partnership with other Church bodies (eg. local parishes, National Board for Safeguarding Children in the Catholic Church in Ireland etc); to discharge our duties to our Sisters and to others; complying with our obligations to Government bodies; to

manage risk; for resolving disputes and taking/defending litigation etc. We process this data for compliance with our **legal obligations** and for the **legitimate activities of a not-for-profit religious body**, for **substantial public interests** and for the **establishment, exercise or defence of legal claims**.

- **Archives:** Sisters' data are transferred to the Congregation's archives, held by the Missionary Sisters of St Columban (International) CLG being the body having responsibility for the Congregational archives. This processing (transfer) is based on the lawful basis of our **legitimate activities of a not-for-profit religious body**, for **substantial public interests** and for the **establishment, exercise or defence of legal claims**.

Sisters have to provide personal data to the Charity in order for the Charity to comply with canon law and civil law requirements.

- **Employees:** (including applicants): We collect and process personal data of employees (and those applying for jobs or sending us unsolicited applications). The personal data we collect includes:
  - **Contact details:** your name; date of birth; address; contact details. We process this data for the **performance of a contract** (or to take steps prior to entering into a contract, namely the employment contract).
  - **Employment data and pre-employment checks:** CV, education, and qualifications; Vetting data and safeguarding data; registration with any other professional regulatory and/or accrediting body; PPS number; financial data; images (for HIQA records, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We process this data for the following purposes: for the **performance of a contract** (or to take steps prior to entering into a contract, namely the employment contract); due to a **legal obligation**; for the purposes of carrying out the **legal obligations of the controller in the field of employment law**, and for the purposes of **preventive or occupational medicine, for the assessment of the working capacity of the employee** and for the **establishment, exercise or defence of legal claims**.
  - **Legitimate activities and legal obligations:** We use personal data for purposes including: running an efficient charity; complying with our legal obligations as a charitable body; complying with our obligations as an employer; for recruitment and appointments; allocating resources to discharge our duties to all our staff and others; complying with our statutory reporting obligations to Government bodies; to manage risk; for resolving disputes and taking/defending litigation etc. We process this on the lawful basis of our **legitimate interests** and for the **establishment, exercise or defence of legal claims**,

Employees have to provide the Charity with such information as is relevant to their employment, otherwise the Charity cannot comply with its legal obligations.

**How long we keep it:** The level of information we collect about you and how long we keep it depends on various factors. For example, we will hold differing levels of information about a job applicant as compared with a long-standing employee. Some personal data is only kept for a short period. For example, a completed CHY4 Annual Certificate is required in the "active" accounting system for the current tax year until the Revenue Commissioners have refunded the tax to the charity. Then they are retained for audit purposes and any audit by the Revenue Commissioners (usually 6 years after the end of the audit to which they relate). In relation to prayer requests for special intentions, the data relating to those requests is retained in accordance with the wishes of the benefactor, for example if they ask us to remember them in our prayers for one month, we will retain the data for one month to fulfil their wishes. We retain some personal data for a longer period. For example, if you give your opt-in Consent to being on our benefactor database (to receive charity and appeals materials) you will remain on our mailing list until you unsubscribe or withdraw your Consent. Some data we retain for a longer period (eg. retained after you leave or otherwise finish your employment with us, but is retained for compliance with HIQA inspections, employment references, or pension purposes). Some data we retain indefinitely due to its enduring value (eg. information that will have enduring historical value for archival purposes). For example, if a benefactor remembers us in their Will, we will keep the Will (and any correspondence with the estate) in our active accounting system for accounting and audit purposes in line with our legal obligations as a registered charity; after that, we transfer the Wills to our Congregational archives which are held by Missionary Sisters of St Columban (International) CLG

We believe that their Wills are documents of enduring historical value and the record is retained to honour the testator's memory and to acknowledge the meaningful contribution they have made to the work of the Congregation. The Congregational archives are not open to the public. We will retain personal data to manage risk, to prevent fraud, for insurance purposes, to resolve disputes and take or defend litigation etc.

**Who we share it with:** We share personal data with third parties, including where required to comply with our legal obligations (including complying with court orders, discovery orders, etc). Where required, we will share your personal data with our insurance company, our legal advisors, and other service providers (including auditors, payroll providers, IT providers, security providers, etc) to enforce our legal rights (for fraud prevention, credit risk, litigation) and to resolve disputes and defend litigation.

- **Benefactors:** we share your personal data with parties including the Revenue Commissioners (to claim the tax-back on any charitable donations, where applicable), with payment service providers (receiving data from Paypal re any online donation), with our banks (to process any cheques). After completion of the payment, the documentation is retained and shared with our Auditors for audit and verification purposes (in compliance with our financial audit requirements as a registered charity). Our financial records and donations information are disclosed to the Charities Section of the Revenue Commissioners and/or the Charities Regulatory Authority in any audits and/or investigations. If you give us your consent to the use of your photograph for upload to our social media account (eg Facebook) the photograph is subject to the privacy policy of that social media company. Where necessary for security, fraud-prevention, cyber-security, and where same is in our legitimate interests, we will report relevant matters to and share data with An Garda Síochána and other police authorities.
- **Sisters:** we share Sisters' personal data with Colleges/educational institutions which our Sisters are attending as part of training, formation, discernment, vocations, sabbaticals etc; other regions of the Congregation; with Dioceses and parishes in Ireland (for volunteer and/or missionary work). In respect of any safeguarding information relating to Sisters/former members, we share data with TUSLA (pursuant to the HSE Policy on Safeguarding of Vulnerable Adults), 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 Sister is resident in our Nursing Home, the personal data will be shared with the Sister's GP, Doctors, clinical care team (including occupational therapists, speech therapists, physical therapists), other Hospitals and care facilities, the HSE, the National Treatment Purchase Fund, Fair Deal, and with other bodies who may be in a position to assist in meeting the person's care needs. Patients' data will also be reviewed by HIQA to ensure the Nursing Home is meeting all regulatory requirements and safeguarding residents' health, welfare, and dignity. We may also share Sisters' 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. Sisters' data may be disclosed to the Charity's auditors in compliance with our financial audit requirements as a registered charity.
- **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 professional and/or regulatory body to which the employee belongs (eg. An Bord Altranais); your Trade Union (for employment rights, IR/HR issues etc); 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 auditors, IT providers, security providers, legal advisors) etc. If you are an employee working in the Nursing Home, your personal data and work-related records will be subject to inspection by HIQA to ensure the Nursing Home is meeting all regulatory requirements and safeguarding residents' health, welfare, and dignity. Employees' data may be disclosed to the Charity's auditors in compliance with our financial audit requirements as a registered charity.

The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc) and may aggregate it with other information they already hold about you.

**Third country transfers:** in general, the Charity does not transfer personal data outside the EEA. However, transfers to third countries can arise with Sisters' personal data in some limited situations.

For example, where a Sister is being sent to the missions, we send her data to the Sisters in community in that jurisdiction in preparation for her arrival. Also, where the Sister is resident in the nursing home data are stored on the Nursing Home system (Epic). Epic provides hosting and storage solutions, and some of their sub-processors are based outside the EEA. Where personal data are being transferred outside the EEA, that is only on the basis of an adequacy decision, or on the basis of appropriate safeguards (binding corporate rules, or SCCs) or with the person's explicit consent (Article 49 derogation) or any other Article 49 derogation.

**Automated Decision Making/Profiling:** the Charity does not engage in any automated decision making or profiling.

**Your rights:** You have the following statutory rights that can be exercised at any time by contacting us, and providing us with proof of identity and the detail of your request:

- Right to complain to supervisory authority. Their contact details are set out below:  
Telephone: +353 57 8684800 +353 (0)761 104 800/Lo Call Number 1890 252 231  
E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)  
Postal Address: Data Protection Commission, Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois
- Right of access.
- Right to rectification.
- Right to erasure (right to be forgotten).
- Right to restrict processing.
- Right to data portability.
- Right to object, and to object to automated decision making/profiling.

**Contact us:** If you have any queries, please contact us at: [colbur@eircom.net](mailto:colbur@eircom.net) or by writing to us at: Congregational Bursar, Missionary Sisters of St Columban (Ireland) CLG, Magheramore, Co. Wicklow A67 HY02.