

## **P021-1 KILLEIGH Parish Data Security Policy**

### **Introduction**

The parish of KILLEIGH is very committed to the safeguarding of your personal data and this policy outlines the steps undertaken by the parish to achieve same. The parish of KILLEIGH is the data controller with the contact details outlined below.

### **What data do we collect and for what purposes?**

Data is collected from parishioners, employees, volunteers and contactors. Personal data may also be collected through CCTV systems and photographs. The personal data that we collect is used for the following purposes;

- To administer records held by the parish on members of the congregation e.g. Baptismal, Confirmation and Marriage Records.
- To promote the interests of the parish
- For fundraising activities
- To manage our employees and volunteers
- To manage rotas for altar servers, ministers of the Eucharist etc.
- To maintain our accounts and records including the processing of donations and tax rebates
- To inform you of any news, events and activities that are running in the Parish

This list is not exhaustive

### **Where do we hold your personal data?**

Your personal data is held securely;

- On our IT server in our parish office

### **Security of your personal data**

The Data Protection Act (2018) and the GDPR regulations Article 5 requires that “data is processed in a manner that ensures the appropriate security of personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage using appropriate technical or organisational measures”.

The following measures have been implemented to safeguard your personal data in our parish

- All computer devices and mobile phones are password protected
- Computer devices have up to date software and virus protections
- Procedures have been put in place to verify identification of those requesting personal data such as photographic identification and an up-to-date utility bill within the last 3 months.
- All personal data held in hard copy is secured by storing it in locked cabinets/safes with authorised access.
- The parish office is locked and alarmed

- A data retention policy is in place to minimise the data being held in the parish office
- When required, records are disposed of by confidential shredding
- Parish staff participate in GDPR training, to keep up to date with data protection legislative requirements.

### **Further Information**

If you have any queries on the data security in our parish, please contact

**Parish Priest** Fr John Stapleton

**Phone** 057 93 44161 **E-mail** [office@killeigh.com](mailto:office@killeigh.com)

You may also contact the Data Protection Commissioner Office on 00-353-57-8684800 or Lo-call 1890-252-231 or by e-mail [info@dataprotection.ie](mailto:info@dataprotection.ie) or by Post to; Data Protection Commissioner, Canal House, Station Road, Portarlinton R32 AP23 Co. Laois or their Dublin Office, 21 Fitzwilliam Square, Dublin 2 D02 RD28.