

Privacy Statement - Baptism

The Parish of Francis Street is part of the Catholic Archdiocese of Dublin and is a registered charity (charity no. CHY7424), our address is Francis Street, Dublin 8. The Parish Priest/Administrator/Moderator is the data controller for the parish, i.e. he is the person responsible for making sure your data is safe and secure.

What is Personal Data?

Personal Data relates to a living individual and from this data an individual can be identified. This policy covers both personal and sensitive personal data held in relation to data subjects of the Parish. This policy applies to personal data held in manual and automated form. The processing of personal data is governed by the General Data Protection Regulations (GDPR) and the Data Protection Law (2018).

Who does this Statement apply to?

Children and adults receiving the Sacrament of Baptism, their parent/guardians, godparents/sponsors, staff and clergy of the parish.

What personal data do we gather?

Name, address, phone number, email address, date of birth, name of church where sacrament received, name of celebrant, names of godparents.

What is your Personal Data Used for?

- To facilitate the reception of the Sacrament of Baptism;
- To ensure the candidate is prepared to receive the sacrament and all relevant documentation has been completed;
- To record details of the event in the parish registers.

What is the Legal Basis for Processing your Personal Data?

- Explicit consent – a request is made to receive the sacrament;
- Legitimate interest – to facilitate instruction and preparation for the sacrament;
- Processing is carried out by a not-for-profit body with a religious aim provided that the processing relates to congregation members or former members (or those who have regular contact with the Parish in connection with those purposes);
- Processing is necessary for archiving in the public interest, scientific or historical research purposes or statistical purposes;
- Entries in the Baptismal register are a permanent record.

Sharing your Personal Data

Your personal data will only be shared with third parties with your consent or when we are legally obliged to do so.

How long do we keep your Personal Data?

Your personal data is held only as long as it is needed and in line with the Parish retention schedule. **Baptismal registers are kept permanently.**

Your Rights and Your Personal Data

Under the Data Protection Regulations, you have the following rights;

- **Right of Access** – You have the right to get a copy of the information we hold about you.
- **Right of Correction** – You have the right to correct information that is inaccurate or incomplete.
- **Right of Erasure** – In certain circumstances you can ask for data that we hold about you to be erased i.e. the right to be forgotten.
- **Right to Restriction of Processing** – Where certain conditions apply, you have the right to restrict processing of your personal data
- **Right of Portability** – Subject to certain circumstances, you have the right to have any data that we hold about you transferred to another organisation where we hold it in electronic form.
- **Right to Object** – You have the right to object to certain types of processing of data.
- **The Right to lodge a complaint** with the Data Protection Commissioner's Office.

Review and amendment of our privacy statement

The Parish reserves the right to review and amend this statement at any time without notice.

Further Processing

To exercise any relevant rights, queries or complaints please contact: the parish at 0-5157512 or 01-5611390

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 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.