



Dominican Sisters of St Joseph Data Security Policy

1. Introduction

The Dominican Sisters of St Joseph (henceforth 'the Sisters,' 'we,' or 'us') abide by the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 when handling the personal data of any individual with whom we are in contact. GDPR and the UK Data Protection Act is legislation which aims to ensure that all organisations have appropriate legal grounds for processing personal data, and that this data is utilised only for specific and explicitly-stated purposes. GDPR defines organisations as either 'processors' or 'controllers' of data. A controller is an organisation which collects personal data and determines how and for what purpose it is to be used. A processor is an organisation which provides services to the controller to help manage and organise the data which the controller has collected. According to GDPR, the Dominican Sisters of St Joseph are a controller of data. On a practical level, this means that we, rather than any third-party services we use for the processing of your data, take full legal responsibility for ensuring that your data is secure and that you can exercise your rights pertaining to the retention of that data. As a religious community within the Diocese of Portsmouth, we also abide by the Diocesan Policy for Data Protection, which is designed to ensure GDPR compliance across the Diocese. As part of this, we abide by the Diocesan Data Retention policy insofar as it applies to a religious house. The Data Retention Policy can be viewed here (under the name 'Retention Policy').

2. Website (www.dominicansistersofstjoseph.org)

We use Google Analytics to analyse the use of our website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available [here](#). Information collected from Google Analytics is used solely for the

administration of our website and is not shared with any third parties. The website contains links to other websites, for whose privacy policies or practices we are not responsible.

3. Monthly Newsletter and Liturgy Sheets

The Sisters provide a monthly email newsletter and also weekly liturgy sheets for our livestreamed Sunday Masses. Individuals who wish to receive the newsletter and/or liturgy sheets are required to first [sign up to the mailing list](#). The data we store in our mailing list is not passed on to any third party. The personal data entered into the mailing list form is processed by the email marketing service Mailchimp, whose privacy policy can be viewed [here](#). While Mailchimp is a US-based data processor, it abides by the Privacy Shield agreement which ensures data stored in the US is safeguarded according to GDPR standards. Individuals may contact us to access, correct, update or delete the information about themselves which we store (their email address, first name, and last name.)

Mailchimp also has software which can review the content of email campaigns to ensure compliance with their Terms of Use. Therefore, any personal information about individuals mentioned in our newsletter is viewable by Mailchimp in certain tightly-defined circumstances.

4. Email Contact Form

The email contact form on our website is for the mailbox sister@dominicansistersofstjoseph.org. The personal data we receive from messages sent through the email contact form (first name, last name, and email address) will not be passed on to any third party. Once we have responded to your message (if it requires a response), your message is deleted. This mailbox is accessed by several sisters within the Dominican Sisters of St Joseph.

Personal information within email correspondence may be disclosed to other sisters within the community who do not have direct access to the mailbox. If you have given us a prayer request, the prayer request may be written out in our chapel prayer book, which is visible and accessible to the general public who visit the chapel. If you do not wish information such as last names or personal details of specific situations to be mentioned in our public prayer book, please specify this in your email.

5. Dominicards (shop.dominicansistersofstjoseph.org)

The Sisters run an online repository called Dominicards. Dominicards collects and stores information relating to the purchase of Dominicards products. Personal information provided to Dominicards is used only for the following purposes:

- To send goods purchased via the website
- To send statements and invoices
- To collect payments
- To send email notifications which have been opted in to
- To deal with enquiries and complaints relating to Dominicards.

We do not provide third parties with any personal information about Dominicards customers or transactions unless it is to assist competent authorities in the course of a legal investigation.

6. Etsy Shop (www.etsy.com/uk/shop/Dominicards)

Dominicards products are also available to purchase via Etsy. Everything in Section 5 of this privacy policy also applies to our Etsy shop. Our Etsy Privacy Policy can be viewed on our [Etsy page](#). The policy is compliant both with our overall Data Security Policy and Etsy's own Privacy Policy for buyers, which can be viewed [here](#).

7. Cookies

A cookie consists of information which is sent by a web server to a web browser and subsequently stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. The cookies we use enable key functions on our website such as security, network management, and accessibility. You can disable these by changing your browser settings, but this may affect your ability to view and use our website.

8. Church Services TV Camera

A camera installed inside the Chapel of the Dominican Sisters of St Joseph allows for the livestreaming and recording of Mass, the Divine Office and other liturgical celebrations. This livestreaming and recording service is facilitated by Church Services TV (CSTV). The camera is permanently installed and running, though it can be switched off at the request of the Sisters and recording only takes place during the Sisters' scheduled liturgies. The

livestream and previous recordings can be accessed either via our homepage or on the Sisters' CSTV page. Recordings of livestreamed liturgies are requested from CSTV by the Sisters, and no images are stored if a request for recording has not been made. Footage of recorded liturgies are held for 90 days, though the Sisters may also store certain recordings permanently at our discretion. Recordings are available to view [here](#).

The camera contains a backup storage card which enables video to be accessed for security or recording purposes or in the event of a broadband or system failure. The camera and the storage card are owned by the Sisters. The Sisters may give permission to CSTV to access this footage remotely. For further enquiries related to the services provided by CSTV please email gdpr@churchsupportgroup.com or visit [their website](#).

9. International Data Transfers

If we process data outside of the European Economic Area, whether through our main website or as part of a Dominicans transaction, we will only do so in accordance with Data Protection Law.

10. Data Security

We take the appropriate measures to ensure that your personal data is not accidentally lost, used/accessed inappropriately, altered or disclosed. We also limit access to your personal data to those within the Dominican Sisters of St Joseph, or in some circumstances third parties, who have a legitimate need to know such data. These third parties will only process your personal data on our instructions and are subject to a duty of confidentiality. We have an agreed procedure to deal with suspected data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

11. Your Legal Rights

Under data protection law, there are certain circumstances in which you can exercise rights pertaining to the personal data stored by a data controller. These include the right to request access to, correction of, or erasure of your personal data. You can also withdraw consent to the processing of your personal data or request restriction of that processing. You can learn more about these rights [here](#). If you have had data processed by us and wish to exercise these rights in regard to that data, please email us. You will not have

to pay a fee to exercise these rights unless your request is clearly unfounded, repetitive or excessive, in which case we are permitted to charge a reasonable fee. We may also refuse to comply with your request in these circumstances.

If you contact us to exercise your data rights, we may need to request specific information from you to confirm your identity and ascertain that your request is valid. This is a security measure designed to ensure that your personal data is not disclosed to a person who has no right to access it. We may also contact you to ask you for further information in relation to your request to speed up our response. We aim to respond to all legitimate requests within 30 days, but your request may take us longer than a month to process if it is complex or one of several requests you have made. In this case, we will inform you and keep you updated.

12. Policy Reviewal

This data policy is reviewed and updated as necessary. If you have any questions about this privacy policy or our treatment of your personal information, please contact us.

Last updated May 2021