



Church of Ireland
**United Dioceses of
Cork, Cloyne & Ross**

**The Bishop of Cork, Cloyne and Ross
and
The Diocesan Council of Cork, Cloyne and Ross**

Privacy Notice

1. INTRODUCTION

- 1.1 The Bishop of Cork, Cloyne and Ross, and the Diocesan Council of the United Diocese of Cork, Cloyne and Ross, (their officers, employees and sub-committees) ("**The Bishop and Diocese**") are committed to protecting the personal data of our parishioners, staff, volunteers, and visitors.
- 1.2 This privacy notice ("**Notice**") has been developed to inform you about how we collect, use, store, and protect your personal information to meet our obligations under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (the "**Data Protection Law**"). Under Data Protection Law, personal data is information that identifies you as an individual or is capable of doing so ("**Personal Data**").
- 1.3 For the purposes of Data Protection Law, we are the Data Controller of your Personal Data.
- 1.4 Please take a moment to read this Privacy Notice to find out more about why and how we process your personal information.

2. WHAT INFORMATION WE COLLECT AND PROCESS

- 2.1 The Bishop and Diocese only hold Personal Data that is directly relevant to their dealings with a given Data Subject.
- 2.2 We may collect the following Personal Data:
 - a) ***Parishioners and Visitors***
 - Contact details to include your name, title, address, telephone number, email address and/or date of birth.
 - Information about Grant Assistance which includes address, date of birth, financial circumstances and religious affiliation.
 - Bank account details (to facilitate electronic payment of expenses and grants).

- Where relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants.
- b) In addition to information that we collect, we generate data relating to you including general correspondence, CCTV records, footage from Church Services which may be broadcast and photographs and footage from Church Events which may be published on the internet.
 - c) Information collected automatically on our website via cookies (please see our Cookie Policy available on our website for further information).

3. LEGAL BASIS FOR PROCESSING YOUR INFORMATION

- 3.1 In order to comply with our obligations under Data Protection law, we are required to have a lawful legal basis in order to process Personal Data.
- 3.2 We rely on a number of bases when processing your Personal Data as set out below:
 - a) **Consent** – we will ask for your consent in order to process your Personal Data for a specific purpose. You are free to withdraw this consent at any stage, and you can do so by contacting us at the contact details set out below.
 - b) **Performance of a Contract** – we may rely on this legal basis to process your Personal Data to the extent required to deliver a service requested such as to organise and perform ecclesiastical services, to include baptisms, confirmations, weddings and funerals or any other Church services.
 - c) **Legitimate Interests** - we may process Personal Data in a way you would reasonably expect such as to personalise content or advertisements, for fundraising campaigns or appeals and for Church Events and Services.
 - d) **Compliance with a statutory or legal obligation** - We may rely on this lawful basis for processing your Personal Data for the purpose of maintaining records such as marriage records. We may also rely on this lawful basis for the purpose of complying with our legal obligations including the sharing of your Personal Data with third parties where we are required to do so by law such as in compliance with our obligations under the Children's First Act 2015. We may process your Personal Data without your knowledge where this is required or permitted by law.

4. SENSITIVE PERSONAL DATA

- 4.1 In certain circumstances, we may also process sensitive Personal Data as defined in Article 9 of the GDPR. Where we process information relating to your racial or ethnic origin, religious or philosophical beliefs, biometric data, data concerns your health, sex life or sexual orientation we will only do so if one of the following applies:
 - a) we have obtained your explicit consent.
 - b) the processing is necessary to protect your vital interests or the vital interest of other persons.
 - c) the personal data has been made public by you.
 - d) the processing is carried out by the Diocese, which is a not-for-profit body with a religious aim, in the course of its legitimate activities with appropriate safeguards and on condition that the processing relates solely to the members or to former members of the Diocese or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

- e) it is necessary for the establishment, exercise or defence of a legal claim or where courts are acting in their judicial capacity.

5. HOW DO WE PROTECT YOUR PERSONAL DATA?

- 5.1 We employ reasonable appropriate administrative, technical, personnel procedural and physical measures to safeguard Personal Data against loss, theft and unauthorised access, uses or modifications.
- 5.2 The following principles will apply to your Personal Data:
- **Confidentiality** - only people who are authorised to use the data will be authorised to access it.
 - **Integrity** – The Bishop and Diocese will make all reasonable efforts to ensure that your Personal Data is maintained accurately and remains suitable for the purpose for which it is processed.
 - **Availability** – you will be able to access your Personal Data if required.

6. HOW WE USE YOUR INFORMATION

- 6.1 We will use your Personal Data in order to complete Church Registers, as required by the Constitution of the Church of Ireland, to provide pastoral and spiritual care and to organise and perform Ecclesiastical Services to our parishioners and visitors. This includes, but is not limited to, baptisms, confirmations, weddings, funerals and general Church Services.
- 6.2 We may also use your Personal Data to process any grant applications made by you, to respond to any enquiry raised by you and to communicate with you when necessary to provide information with respect to campaigns, appeals and fundraising activities.
- 6.3 Except as disclosed in this Notice, we will not disclose Personal Data that we collect to any parties other than those with whom we partner, without your consent. Except as disclosed below, we will not sell, share, trade, rent, or give away your Personal Data.

7. SHARING YOUR PERSONAL DATA WITH THIRD PARTIES

- 7.1 We do not share your information with third parties other than as set out in this Notice. We may share your information in the following circumstances:
- **Consent:** We may share your information with a third party where you have allowed or asked us to do so, for example for the school applications process when religious affiliation is a pre-requisite and must be confirmed by the Bishop and Diocese.
 - **Your Next of Kin:** We may share your personal information with your next of kin in the case of emergencies.
 - **Legal:** We may also disclose your Personal Data to third parties when there is a legal or statutory obligation to do so. Whenever we disclose your information to third parties, we will only disclose that amount of information necessary to meet such legal requirement. We may provide information, when obliged to do so under Data Protection Law and in response to properly made requests, for example, for the purpose of the prevention and detection of crime, and the apprehension or prosecution of offenders. We may also provide information for the purpose of safeguarding national security. In the case of any such disclosure, we will do so only in accordance with Data Protection Law. We may also provide information when required to do so by law, for example under a court order, and may transfer data to legal counsel where same is necessary for the defence of legal claims.

- **Safety:** In line with our Safeguarding obligations, we may share Personal Data with state bodies such as TUSLA or an Garda Síochána.

7.2 Appropriate measures will be taken to ensure that all such disclosures or transfers of Personal Data to third parties will be completed in a secure manner.

8. HOW LONG DO WE KEEP PERSONAL DATA

8.1 The period for which we retain information varies according to the use of that information. In some cases, there are legal requirements to keep data for a minimum period of time. Unless specific legal requirements dictate otherwise, we will retain information no longer than is necessary for the purposes for which the data were collected and processed (as described above).

8.2 The basis for our retention periods is based on our legal obligations, legitimate interests and contractual obligations.

8.3 Due to the nature of some of the records the Bishop and Diocese process, to include baptism, confirmation and marriage certificates, certain records will be retained indefinitely.

9. HOW DO WE PROTECT DATA ABOUT YOU WHEN OR IF IT IS TRANSFERRED OUT OF EUROPE?

9.1 We will implement appropriate measures to ensure that your Personal Data remains protected and secure if it is transferred outside of the EEA, in accordance with applicable Data Protection Law.

10. YOUR RIGHTS

10.1 You are the Data Subject in relation to any Personal Data we hold about you. You have various rights in relation to the data we hold. We shall vindicate all your rights under Data Protection Law. If you wish to exercise any of these rights you should contact us.

10.2 Your rights include as follows:

- **Access:** you have the right to make a request to be told what Personal Data we hold about you and to have access to your Personal Data.
- **Correction/Rectification** - if you consider any data we hold about you is inaccurate you can inform us so that where appropriate this can be corrected. Where a mistake is made in data processing then you can ask to have it rectified.
- **Erasure** - you have a right to ask us in certain circumstances to erase any data we hold about you (the right to be forgotten).
- **You can object to the processing of data** - this allows you to object to our processing of data about you unless we can show a legitimate reason for continuing to do so.
- **Restricting processing** - you can ask us to suspend processing of your Personal Data in certain circumstances and we must then restrict processing of that data.
- **Data portability** - this allows you to reuse your Personal Data and to have it transferred across different services.
- **Withdrawal of Consent** – you can withdraw your consent to the processing of Personal Data at any time.

10.3 Vindication of your rights shall not affect any rights which we may have under Data Protection Law.

10.4 You can exercise any of your rights by making a request to us at the contact information provided below.

11. HOW DOES THE DIOCESE PROTECT PERSONAL INFORMATION ABOUT YOU?

11.1 We employ reasonable appropriate administrative, technical, personnel procedural and physical measures to safeguard Personal Data against loss, theft and unauthorised uses access, uses or modifications.

11.2 While we try our best to safeguard your information once we receive it, no transmission of data over the Internet or any other public network can be guaranteed to be 100% secure. It is important for you to protect against unauthorised access to your password and to your computer. Be sure to sign off when finished using a shared computer

12. CLOSED CIRCUIT TELEVISION SYSTEM ('CCTV') MONITORING

12.1 Closed circuit television cameras are used for the security of certain properties belonging to the Bishop and Diocese. CCTV is used for security purposes in order to protect our properties against criminal activity, damage or theft and to ensure the safety of our parishioners, staff, volunteers and visitors.

12.2 Please see our CCTV Policy (available on our website) for further information.

13. HOW CAN YOU MAKE A COMPLAINT ABOUT THE USE OF PERSONAL DATA?

13.1 If you are dissatisfied with how we process your Personal Data, you have a right to lodge a complaint with the Office of the Data Protection Commissioner (Supervisory Authority). While we recommend that you raise any concerns or queries with us first, you may contact that Office at info@dataprotection.ie or by writing to the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland, tel. Nos. 01 7650100 / 1800437 737.

14. REVIEW

14.1 This Privacy Notice will be reviewed and updated from time to time to take into account any changes in law and is therefore subject to change.

15. CONTACT INFORMATION

15.1 If you have questions about this Privacy Notice or our treatment of the information provided to us, please contact us at:

15.2 **Name:** The Diocesan Secretary

Address: St Nicholas House
14 Cove Street
Cork,
T12 RP40.

E-mail: secretary@corkchurchofireland.com

12th November 2025