



## Scripture Union Ireland Data Policy

### Introduction

Scripture Union is part of a global Scripture Union movement in some 120 countries worldwide. We are a Christian organisation who, working with all the churches, seeks to make Gods Good News known to children, young people and families. We undertake this work through a diversity of activities including Camps and Missions, School retreats, Parish based work and developing high quality faith and scripture-based resources like NUA Film Series to engage with young people on their faith journey.

**Scripture Union is a registered Charity (No CHY 5875) and a Limited Company (No 595870).**

Your support and involvement with Scripture Union is really important to us and so the privacy of your information matters to us. We will only ask you for information we need or are legally required to obtain, and we will only use it for as long as is necessary. We do not pass on your information to other organisations for marketing purposes. We make every effort to ensure your data is safe and secure.

### Our Contact Details

You can contact us:

Address: Unit 4 Idea House, Killarney Road, Business Park, Bray, Co Wicklow

Phone: 01 2869098

Email: [info@scriptureunion.ie](mailto:info@scriptureunion.ie)

**A summary of our Privacy Policy is given below:**

- We collect information from different people who engage with Scripture Union for specific purposes including staff, supporters, donors, customers, service providers, volunteers, leaders', campers, council members, schools etc.
- We collect this information to enable us to do what we can do well, whether this us running a camp, a retreat, recruiting and vetting volunteers, running a project in a parish or recruiting and employing staff.
- We only collect and use information which we need, or which you have agreed that we can use.

- We endeavour to make it as easy as possible for you to update your information, withdraw your consent and access your information. We are careful with your personal data and work hard to make sure it is held securely.
- We will never sell or share your data or share it with other organisations for their own purposes or marketing. We will share data if there is a legal requirement to do so ie with the Gardai or Social services for mandatory vetting or child protection purposes. We may ask other providers (such a Mail Chimp) to provide a service to contact you by email and they will only use data as instructed by us.
- We only keep your information for as long as is considered necessary and reasonable while taking into account our legal obligations, child protection obligations, insurance recommendations and accounting and tax considerations.
- You can update your information or ask us to stop contacting you at any time by unsubscribing.

## Data Protection Principles

Scripture Union complies with the General Data Protection Regulation (GDPR) as implemented in May 2018. We aim to ensure that, when processing information belonging to individuals, we will use that data ***with integrity, appropriately, and sparingly***. We will endeavour to ensure such data is ***accurate, not kept forever, and stored securely***. We will post our Privacy Notice on official publications and on our website [www.scriptureunion.ie](http://www.scriptureunion.ie) . We will review this policy every three years.

## Your Rights

You have data protection rights that you can exercise over the information you give us. These rights include: **to be informed** how your data is being used; **to have access** to the information we hold about you; **to have inaccuracies corrected**; **to have your information erased ( unless we are legally obliged to retain such information ie Child Protection)**; **to object to or restrict** the ways we process your information, and; **data portability** (to receive your digital information in a useful format). There may be some legal restrictions on these rights, which we will explain as appropriate. If you feel your rights haven't been upheld, please contact us at [info@scriptureunion.ie](mailto:info@scriptureunion.ie) or phone 01-2869098.

## Your Data

We may record and process some or all of the following personal information about you:

- contact details (address, phone numbers, e-mail address)
- date of birth
- photographs/video recordings
- financial information relating to donations, camps bookings, payments etc
- religious beliefs
- health and medication
- CVs etc related to job applications etc

## Why do we collect and how do we use your data/information?

We may collect your personal information for a number of the following reasons:

- To provide you with the information you have requested, ie Camps and Retreats bookings, Inspire Magazine, SU related events etc
- To process any donation(s) we may receive from you
- To make a payment for a service you have provided
- To ask for your support for our Charity in accordance with your preferences
- To seek your support as a Volunteer
- To provide you with information about our work or activities that you asked to receive
- To invite you to special events or participate in surveys or feedback
- For administration purposes including internal record keeping, such as management of feedback or complaints

It is however your choice on the type of communication or information you receive about our Charity and the ways you can get involved. You can change your mind at any time by contacting our administration on [info@scriptureunion.ie](mailto:info@scriptureunion.ie) or phone 01-2869098

### **The Accuracy of your information**

We aim to ensure that all information we hold about you is accurate, and where necessary, kept up to date. If any information we hold about you is inaccurate and either you advise or become otherwise aware, we will ensure it is amended and updated as soon as possible.

We will keep your information for as long as is required but will not keep your information longer than necessary unless legal, tax and accounting rules require us to do so. Where we no longer need to retain your information, we will ensure it is securely disposed (shredded) of, at the appropriate time.

### **Legal Basis for processing your data**

Our legal bases for processing your data are 'legitimate interests' (for activities related to the everyday functioning of the Charity) [GDPR Article 6.1(f)] and 'consent' (for everything else) [Article 6.1(a)]. In a small number of instances, we rely on 'contract' (for example, if we are your employer) and 'legal obligation' (for example, in relation to Child Protection issues).

When using 'legitimate interests' as the legal basis for using the information you have given us we will ensure it is for a **genuine** purpose, **necessary** for the smooth running of the Charity, and **not invasive** to your privacy. For all other purposes we will ask for your positive consent before processing your details.

We can process 'special categories of personal data' (such as your health or religious beliefs) in the course of our legitimate activities because we are a not-for-profit body with a religious aim relating to you as a supporter/donor/volunteer etc, or person with whom we have regular contact [Article 9.2(d)].

### **Sharing Your Data**

Only people appointed to specific roles within the organisation can access your details, and what they can see is limited to what they need to carry out their role.

We occasionally post photographs and/or video taken at camps or in our publications or events with consent on our website ([www.scriptureunion.ie](http://www.scriptureunion.ie)) and/or other online platforms; such as Facebook, YouTube, Instagram and twitter accounts).

If you donate money to us using the UK Gift Aid scheme or using the Irish Charities Donations Scheme we will send details of those gifts to the Revenue Commissioners.

We will not share your information with any other third parties without your permission unless we have a legal obligation to do so. However, we may need to share your details within the statutory authorities as follows:

- to comply with our Child Protection policy when you volunteer with children and vulnerable adults.
- to process tax refunds through the Revenue Commissioners.

### **Security and Retention**

- We use Google's encrypted online storage for digital files, which have integrated appropriate security measures to keep your data safe.
- To prevent unauthorised disclosure of your information, our paper-based records are kept in cabinets in the office. Electronic and portable memory devices are protected by passwords or equivalent security measures.

**Dated May 2018**