

# Augustinian Province of Ireland

## IT Policy

### Electronic Data Management POLICY January 2021



The Augustinian Province of Ireland is a registered charity (CHY7182 CRN 20014926) with its Provincial Office at St. Augustine's, Taylor's Lane, Ballyboden, Dublin 16, D16YN32. (Due to refurbishment work the Provincial Office has relocated to 16, Zion Road, Rathgar, Dublin 6, D06FA30 until Spring 2022)

This policy has been developed to demonstrate our commitment to protecting and respecting your personal data. We use a range of communication services to send information to our members, donors, volunteers and the general public for the purposes of providing up to date information on mass times, events, news, evangelization and more.

The Augustinian Province of Ireland fully complies with Irish Data Protection Legislation and the Data Protection principles set out in GDPR legislation introduced on 25<sup>th</sup> May 2018. This Policy applies to personal data collected, processed and stored electronically by the Province in relation to members, staff members, service providers, donors and those individuals, agencies and others with whom we interact in the course of our activities.

This document also outlines how we protect your personal data through the use of up to date technological systems, GDPR Awareness Training for staff and members of the order, regular Data Protection Impact Assessments and technical expert advice from third parties.

The Augustinian Order in Ireland provides a Chaplaincy service to two schools in New Ross and Dungarvan, both of which are run by Boards of Management. Whenever third parties use Augustinian premises for events in which children attend and participate, safeguarding guidelines for such events can be found on our website, [www.augustinians.ie/safeguarding](http://www.augustinians.ie/safeguarding).

# Electronic Data Management:

In the course of its daily organizational activities, the Augustinian Province of Ireland acquires, processes and stores Personal Data in relation to:

- Friar members of the Order
- Employees of the Province
- Third party service providers engaged by The Province
- Donors
- Volunteers

In accordance with Irish Data Protection legislation and the GDPR, this data must be managed fairly and securely. Processing of personal data is carried out only as part of Augustinian Province of Ireland's lawful activities, and the Province safeguards the rights and freedoms of the Data Subject. The Data Subject's data will not be disclosed to a third party other than to a party contracted to the Augustinian Province of Ireland and operating on its behalf.

The Augustinian Province of Ireland employs high standards of security in order to protect the personal data under its care. Appropriate security measures are taken to protect against unauthorized access to, or alteration, destruction or disclosure of any personal data either manual or electronic held by The Province in its capacity as Data Controller. Access to and management of personal data is limited to those who have appropriate authorization and password access. Administration staff are asked to keep emails and computer files password protected and to limit access.

Since 25<sup>th</sup> May 2018, the Provincial of the Province, his Council and staff have undergone GDPR Awareness training and use laptops especially for work purposes that are encrypted in case of theft or damage, are password protected in order to limit access and are monitored by a reputable IT company. GDK Network Systems provides the Province with helpdesk support, remote monitoring and management, and anti-virus software. The Province has in place a Data Processing Agreement with this company and further details of how they manage data can be found on their Privacy Notice, [www.gdk.ie/gdpr](http://www.gdk.ie/gdpr).