

Augustinian Province of Ireland

IT Policy

Facebook/Twitter/Instagram

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 25th 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.

Facebook/Twitter/Instagram:

The social media world changes by the minute; new tools and applications are introduced to social network users virtually every day. Therefore, our policy will evolve on a regular basis to keep pace with the changing social environment. We advise you to check our website regularly for updates.

Facebook collects information about people, accounts and groups you are connected to. They also collect contact information (if you choose to upload or import from a device such as an address book or call log) which they use for connecting you to others and help find people you may know. They also collect information on the types of content you view or engage with as well as information about financial transactions made on their products. Facebook also receive and analyze content, communications and information that other people provide about you. For more information on Facebook's Data Policy, please visit, www.facebook.com/policy.php.

NB: The Augustinian Province of Ireland does not collect any information about visitors to our Facebook page.

The Augustinian Province of Ireland Social Media site (Facebook) is coordinated through our Communications Office. The OSA post a wide range of information on Augustinian events from around the country and abroad. The Augustinian Province of Ireland retain images for 90 days after which time they are permanently deleted. The Augustinian Province of Ireland will only retain images that are of historic value or are news-worthy to the Order.

Some Augustinian events may be attended by an official Photographer appointed by the Order. Where filming or photography is to taking place, advance warning will be given on all promotional material and Augustinian internet sites in the run up to the event and an announcement will be made at the start, allowing attendees the opportunity to inform the photographer if they do not wish to be filmed/photographed. Notices will also be displayed at all events stating filming/photography is taking place. (Please see sample in appendix)

The Augustinian Province of Ireland will not tolerate any of the following on their social media pages and action will be taken if found to be in breach:

- The Posting of Defamatory material
- Material infringing OSA copyright or intellectual property rights
- Material in breach of OSA privacy or confidentiality obligations
- Offensive, obscene or sexually violative material
- Threatening, abusive or insulting statements likely to stir up hatred
- Communication with anyone underage
- Cyber bullying, emotional abuse and sexual abuse

Postings in the nature of any of the above will be removed immediately and the poster blocked and reported to the relevant authorities.

The Augustinian Province of Ireland is not responsible for individuals who attend Augustinian events and upload related images or comments to their own social media sites.

The Augustinian Communications Officer is the only person officially appointed to film/photograph at Augustinian events.



Consent Form

Photography/Filming/Social Media/Website

In accordance with our *Policies* we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent/guardian if the child is under 18.

The Augustinian Province of Ireland will take all steps to ensure that images are used solely for the purposes they are intended. If you become aware that images are being used inappropriately you should inform the Augustinian Provincial Office – Email: provincialoffice@augustinians.ie
Tel: 01-4851516 immediately.

Name of Event: _____

Date of Event: _____

Consent information:	
<i>To be completed by child:</i>	
I give permission for my photograph to be used within Augustinian printed publications	
I give permission for my photograph to be used on the Augustinian website	
I give permission for videos of me to be used on the Augustinian website	
I give permission for my photograph to be used on Augustinian social media pages	
I give permission for videos of me to be used on Augustinian social media pages	
Signature of child:	Print name child:
Date:	



Child Under 18 – consent must also be obtained from parent/guardian.

To be completed by parent/guardian:

- I give permission for my child's photograph to be used within Augustinian printed publications
- I give permission for my child's photograph to be used on the Augustinian website
- I give permission for my child to be videoed for use on the Augustinian website
- I give permission for my child's photograph to be used on Augustinian social media pages
- I give permission for my child to be videoed for use on Augustinian social media pages
- I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation. (*Augustinian Data Protection/Website/Social Media Policy*)

Signature of parent/guardian:	Print name of parent/guardian:

Date:

To be completed by Adult:

- I give permission for my photograph to be used within Augustinian printed publications
- I give permission for my photograph to be used on the Augustinian website
- I give permission for myself to be videoed for use on the Augustinian website
- I give permission for my photograph to be used on Augustinian social media pages
- I give permission for myself to be videoed for use on Augustinian social media pages
- I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation. (*Augustinian Website/Streaming/Social Media Policy*)

Signature:	Print Signature:

Date:

The Augustinian Province of Ireland is **not responsible** for individuals who attend Augustinian events and upload related images or comments to their own social media sites.

PHOTOGRAPHY NOTICE

**PLEASE BE AWARE THAT
PHOTOGRAPHY WILL TAKE PLACE AT
THIS EVENT**

**IMAGES WILL BE DISPLAYED ON AUGUSTINIAN
SOCIAL MEDIA SITE AND WEBSITE**

**IF YOU DO NOT WANT YOUR IMAGE USED PLEASE LET THE
PHOTOGRAPHER KNOW**