

Augustinian Province of Ireland

IT Policy

Streaming 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.

Streaming:

The Augustinian Province of Ireland uses third-party streaming services to provide live-streaming with the purpose of connecting and building communities around the world. Live-streaming allows people who are homebound, in hospital, nursing homes or living abroad to watch live masses, other celebrations or services and, thereby allow parishioners to stay connected.

Live-streaming does not capture and hold images except when the Parish requires a recording. There is no cost to a viewer to attend an on-line service. Through this service daily church ceremonies and family events such as baptisms, communions, weddings, funerals, concerts or other activities inside the church can be live streamed, recorded, downloaded. Authorized personnel only, are able to turn on or off the system, set up schedules and recordings and track viewer statistics.

The Augustinian Province of Ireland has entered into a Data Processing Contract with third party streaming services in order to comply with GDPR regulations as of May 2018. This contract specifically addresses our Streaming arrangements with these third parties. As highlighted by the Data Protection Commissioner *the GDPR emphasizes transparency, security and accountability by data controllers and processors, while at the same time standardizing and strengthening the right of European citizens to data privacy.*

- Live streaming does not capture and hold images except when the parish requires a recording
- The system is managed by the Augustinian Communications Office or Prior in charge.
- Occasionally the OSA may want to record Church events for historical or important purposes and these will be retained on a permanent basis for our archive. Other recordings will be retained for a maximum of 90 days.
- The camera and related equipment on the Church premises is owned by the OSA. It was supplied for the purposes of live streaming, including the audio connection with the Church's amplification system. All recordings are owned by the OSA.
- The Streaming Service Provider may use and store securely visitor's IP addresses to generate viewing statistics such as the total numbers of visitors by country and the time they spent visiting the site. (Cookies)
- OSA Churches will publish upcoming recordings in their newsletters, bulletins, websites, notice boards, social media or other communication channels to allow parishioners or visitors know in advance about recordings. Eg., "The following masses/services will be recorded and they can be viewed online on www.augustinians.ie for 90 days following the ceremony. After that time the recordings will be destroyed, however, exceptions may apply where there is a legitimate request or the recording is of an historical or important nature for our archive.
- Funeral recordings will be advertised on our website www.augustinians.ie and the local website.
- Celebrants of services will announce on the microphone to the congregation and visitors that live-streaming and recordings are taking place by welcoming viewers joining the service via the internet at the beginning of the mass or service and so the congregation hears the message.
- OSA will ask for written consent from regular volunteers or the parents/guardians of minors helping at the church whose images may appear on live-streamed ceremonies or recordings.
- Notifications will be placed on or near pews that are in the line of the camera where people can be seen on live streaming and recordings.



St. Augustines
Consent For Volunteers

Name of Church: _____

GDPR Consent For Volunteers:

Regarding the EU General Data Protection Regulation, the Augustinians would like to ask volunteers in any capacity for their consent to be included in services being live streamed from this church.

This consent will last until the person decides otherwise. Please inform the Streaming Administrator/Prior in writing of this decision.

I have read the information above and I consent to participation in live streamed masses, other services, recordings and/or videos from this Church.

Name and Surname (*Block Letters*) : _____

Signature: _____

Date: _____



St. Augustines
Consent For Children Volunteers

Name of Church: _____

GDPR Consent For Parents Whose Children Are Volunteers in this Church:

Regarding the EU General Data Protection Regulation, the Augustinians would like to ask parents/guardians whose children volunteer in any capacity for their consent to be included in services being live streamed from this church.

This consent will last until the person decides otherwise. Please inform the Streaming Administrator/Prior in writing of this decision.

I have read the information above and I give permission for my child/children to participate in live streamed masses, other services, recordings and/or videos from this Church.

Child/Children's Name and Surname: _____

Parents' Name and Surname (Block Letters) :

Signature: _____

Date: _____

**LIVE STREAMING
OF SERVICES
IN THIS CHURCH**

**FOR INFORMATION ON STREAMING PLEASE CONTACT
COMMUNICATIONS@AUGUSTINIANS.IE**



St. Augustines

Live Streaming and Recordings Notice

The cameras installed inside this church facilitate livestreaming of masses and ceremonies from this church.

Livestreaming allows homebound people, people in hospitals and in nursing homes or those who live abroad to watch live masses, ceremonies and other celebrations or services and, thereby facilitates parishioners to stay connected with this parish and with their families and friends through these services.

Requests for Recordings must be in writing to the streaming administrator. No images are stored either by the Augustinians or the Streaming Service.

If services are recorded, the footage will be held securely for 30 days or otherwise as requested by the parish administrator. All recordings are stored on a secure server within the European Economic Area (EEA). Notices of recordings will be announced in advance either at Mass or posted in the Church Porch.

The web camera contains a backup storage card to enable video to be accessed for security or recording purposes in the form of a backup to be recovered in the event of a broadband or system failure. Only parish authorities and the Streaming Service Administrators have access to the footage. No copy leaves the church and the video is not stored elsewhere.

For further enquiries related to the services provided please contact communications@augustinians.ie or visit our website for more details on our Streaming Policy please visit, www.augustinians.ie

