



PRIVACY NOTICE OF ST. BRIGID'S PARISH SAFEGUARDING COMMITTEE

Dated November 2025

Privacy Notice of St. Brigid's Parish

This Privacy Notice tells you how the Parish Safeguarding Committee (PSC) processes your personal information. It should be read in the light of our data protection policy document which is also available on this website.

The Privacy Notice describes what personal information we collect, why we collect it, how it is used and what rights you have in relation to your personal information.

Contact details are at the end of this document, if you have any question or if you want to make a complaint about any matter.

What personal information do we collect?

We may collect and process the following personal information about you:

- Your name, address date of birth, email address, phone number and other contact details.
- Your involvement in church activities and groups.
- Whether on not you are working with a group involving children or adults at risk.

How do we collect your personal information?

We collect your personal information only from you. We do not use any other source for collection.

Why do we collect your personal information?

We use your personal information:

- To process your application to be a volunteer worker in the parish, to assist you to make a vetting application and to monitor your training and refresher training in relation to safeguarding.
- To comply with our legal and regulatory obligations.
- To promote safeguarding generally within our parish.

What is the legal basis for processing your personal information?

We will process your personal information where we have a legal basis to do so as follows:

- Where you have given consent to do so, in accordance with the undertaking signed by all volunteers following appointment as a volunteer in our parish.
- To further our legitimate interests in relation to safeguarding in our parish.

Who do we share your personal information with?

We do not share your personal information with other persons or groups in the parish because it is used only as part of the admission process whereby you may be appointed as a volunteer in our parish. We do not share your personal information with any external person or body.

The admission process means the recruitment, vetting and training of volunteers.

In particular, the vetting process is a private matter between you, the Diocesan Vetting Office and Access NI and although we may assist you to prepare for that process, we do not see any confidential information which you may submit as part of that process and there is no exchange of personal information between us and those bodies in relation to the vetting process. When you have completed the vetting process, we are informed by the Vetting Office that we are free to appoint you as a volunteer but without any personal or other information upon which that decision is based.

We may also process your personal information in the following circumstances:

- With the police, social services, or other authorities, where we have a legal duty or a safeguarding concern to report or cooperate about with them about a particular matter.
- To comply with a binding court order or other legal authority to share your personal information.
- Members of the PSC may use your personal information to maintain, correct and update our data base of all volunteers. This is processed through the Parish Secretary who has sole access to the data base. The data base may be accessed only through the Parish Secretary for the purposes of the work of the PSC. The Parish Secretary is an employee of the Diocese and is subject to data protection and safeguarding compliance.
- We may also contact you about safeguarding events such as training, policy matters and other safeguarding events and issues which promote safeguarding in our parish.

How long do we keep your personal information?

We will keep your personal information for as long as necessary for the purposes for which we collected it. We will delete or destroy your personal information securely when it is no longer needed. This most frequently occurs where you cease to be a volunteer worker in the parish.

What are your rights over your personal information?

Data protection law gives you the following rights over your personal information:

- The right to be informed about how we use your personal information.
- The right to a copy of personal information that we hold about you.
- The right to request the correction or deletion of your personal information which is inaccurate or no longer needed.
- The right to request the restriction or limitation of the processing of your personal information in certain circumstances.
- The right to object to the processing of your personal information for certain purposes.
- The right to withdraw your consent to the processing of your personal information at any time, where we rely on your consent as the legal basis.
- The right to receive your personal information in a readable format and to transfer it to another controller, where technically feasible.
- The right to complain to the Information Commissioner or another supervisory authority if you are unhappy with how we handle your personal information.

To exercise any of these rights, let us know by using the contact details at the end of this document. We may need to verify your identity first and we will then respond to your request as soon as we can within one month, unless the request is complex, or if we receive several requests from you.

How do we protect your personal information?

We take appropriate technical and organisational measures to protect your personal information from unauthorised or unlawful access, use, disclosure, alteration, or destruction. These include:

- Using secure servers, computers and devices with encryption, passwords, and firewalls.
- Using reputable cloud services and software providers with adequate security standards.
- Limiting access to your personal information to those who need it as outlined in this document.
- Providing training, guidance and awareness raising to our staff and volunteers on data protection and information security.

- Having policies and procedures in place to prevent and respond to data breaches.

How do we use cookies on our website?

We do not use cookies.

Cookies are small text files which commercial and other websites plant on your device so that they can record how you use their website when you visit them. They use those records for their own commercial benefit. We do not do this.

How can you contact us?

In writing: Our office address is The Parish Secretary, 40 Derryvolgie Avenue, Belfast BT9 6FP.

By email: The office email address is stbrigids@downandconnor.org

You may also approach any member of the PSC about any question or concern which you might have.

How can you complain to the Information Commissioner?

The Information Commissioner is the regulator for data protection in the UK and Northern Ireland.

The ICO Northern Ireland address is Information Commissioner's Office, 3rd Floor, 14 Cromac Place, Belfast BT7 2JB.

Phone: 0303 123 1114

Email: ni@ico.org.uk

The English address is Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF.

Email: casework@ico.org.uk

Phone: 0303 123 1113

Their website is at www.ico.org.uk for more information.

How often do we update this Privacy Notice?

We may update this notice if there are legal, procedural or policy changes required.