

Privacy Policy

How we respect privacy when we deal with personal information collected by our organisation

This Privacy Policy applies to information that we The Fellowship of Isis, Foundation Centre collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us here at circleofbrigid@fellowshipofisis.com or foi_info@fellowshipofisis.com

1. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interests - it is necessary for us to read and store your message so that we can respond in the way that you would expect.
Registering Lyceums/Iseums Priesthood	Name, email, address	It is necessary for us to store the name and address of your Lyceum/Iseum and also the name and address of ordained Priesthood to allow us to maintain up to date, accurate and complete records
Making a donation	Name, email, address, payment information	Legitimate interests - this information is necessary for us to fulfill your intention of donating money and your expectation of receiving a confirmation message.
Signing up as a member	Name, email, address	This information is necessary to include you as a member on our data base

2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle donations or other transactions that you initiate;
- registering Lyceums/Iseums and newly ordained Priesthood

3. When we share your data

We will only pass your data to third parties in the following circumstances:

- you have provided your explicit consent for us to pass data to a named third party;
or
- we are required by law to share your data.

4. How long we keep your data

We take the principles of data minimisation and removal seriously and ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, we will seek renewal of consent at least every three years.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Data Protection Commissioner if you feel your rights have been infringed by contacting info@dataprotection.ie

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us at the email addresses listed above.

7. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.