

# Privacy Policy – Eco Congregation Ireland

## Introduction

We at Eco Congregation Ireland know you care about how your personal data is used and shared, and we take your privacy seriously. Please read the following to learn more about how we collect, store, use and disclose information about you when you interact with, or use our services.

For the purpose of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) as of May 25<sup>th</sup>, 2018, the data controller is Eco Congregation Ireland whose registered office is at c/o Representative Church Body, Church Ave., Dublin 6.

## What does this Privacy Policy cover?

This Privacy Policy covers our treatment of information that we gather when you use our services, provide a service to us, or when you contact us in any manner. We gather various types of information, including information that identifies you as an individual (“personal data”), as explained in more detail below.

## What is our Legal Basis for Collecting and Processing Personal Data?

Our legal basis for collecting and processing personal data is our legitimate interest in the administration and operation of our services and to comply with our legal obligations.

## What Personal Data do we Collect?

When you contact us, avail of services provided by us, or provide a service to us, we collect and store information you give directly to us and we keep a record of our correspondence.

The type of personal data we collect and process includes some or all of the following: name, telephone number, email address, postal address, job title, transactional information (including services purchased), dates and location of events, place of employment, as well as any other information you choose to provide to us.

In addition to the above, please refer to the Terms of Service and Privacy Policy of Creative Tags our website hosting service, to see how they store and process our website's visitors' data. <https://www.creativetags.com/privacy/>

## How do we use the Personal Data we Collect?

- For purposes made clear to you at the time you provide your data – for example, to enable us to provide services to you, to share information you provide via our newsletter;
- To provide you with copies of your personal data when you request it from us;
- To process and complete transactions, and send related information, including transaction confirmations and invoices;
- To effectively manage our service provision;
- To send administrative communications;
- For any other purposes about which we notify service users.

## Recipients of Personal Data

We share your personal data only where this is necessary to provide a service to you and to share information with your consent.

We reserve the right to access, read, preserve, and disclose any information as necessary to comply with law or a court order; to enforce or apply our agreements with you and other agreements; or to protect the rights, property, or safety of Eco Congregation Ireland, our employees, our users, or others.

Under certain circumstances, we may be required to disclose your personal data in response to valid requests by public authorities, including to meet national security or law enforcement requirements.

## Is Personal Data secure?

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorized access, disclosure, alteration and destruction.

## How long is Personal Data retained?

Personal data is retained to ensure availability of information for effective service provision, to engage in statistical analysis, and to comply with statutory obligations.

We will not retain your data for longer than is necessary to fulfil the purpose for which it is being processed. To determine the appropriate retention period, we consider the amount, nature and sensitivity of the personal data, the purposes for which we process it and whether we can achieve those purposes through other means.

When we no longer need your personal data for the purpose for which it was collected, we will securely delete or destroy it. We will also consider if and how we can minimise, over time, the personal data that we use, and if we can anonymise your personal data so that it can no longer be associated with you or identify you, in which case we may use that information without further notice to you.

## What are my Privacy Rights?

Under the General Data Protection Regulation, you have the following rights:

- Right to be forgotten – in accordance with Article 17 of the GDPR you can ask us to erase all your personal data which we hold. To do this, please send an email to our Data Protection Coordinator: [info@ecocongregationireland.com](mailto:info@ecocongregationireland.com)
- Right to be informed – this privacy policy explains what data we collect and how we use it;
- Right of access – you have the right to request all of your personal data which we have. You can do this by sending an email to our Data Protection Coordinator: [info@ecocongregationireland.com](mailto:info@ecocongregationireland.com)

## Will Eco Congregation Ireland ever change this Privacy Policy?

We are constantly trying to improve our services, so we may need to change this Privacy Policy from time to time as well. You can see when this Privacy Policy was last updated by checking the date at the end of the document.

## What if I have questions about this policy?

If you have any questions or concerns regarding our privacy policies, please send a detailed message to our Data Protection Coordinator: [info@ecocongregationireland.com](mailto:info@ecocongregationireland.com) and we will try to resolve your concerns.

## Validity and Document Management

This document is valid as of 25<sup>th</sup> May 2018.