**Website Privacy Notice**

**Updated July 2020**

Your privacy matters to us and central to our workings is our commitment that we are transparent about the personal data that we collect about you, how it is used and with whom it is shared. This privacy notice applies when you use our website or any of our web services.

1. **Who we are**

We deliver the services provided by the Church of Ireland Theological Institute (‘CITI’). We are located in Braemor Park, Dublin, D14KX24 You can contact us at this address by post or by email at [admin@theologicalinstitute.ie](mailto:admin@theologicalinstitute.ie). Our data protection representative is Jane Kelly, who can be contacted by email at: janekelly@theologicalinstitute.ie

1. **Why we process your data, the lawful basis for processing your data and who we share it with**
2. For people who view and interact with our website, we process data:

* With your consent, when you enrol on any of our courses using the online application form
* Your consent will be requested before we send you any ‘marketing’ information about our services.
* We also process your personal data relying on legitimate Interest for the administration and operation of our day-to-day operations.

1. We share some personal data with our IT system provider, Thought Collective, where there is a data sharing agreement in place. They may only process this data for the purpose of providing us with their services and for no other purpose. We may also share your personal data with the data controller (RCB) when they need to update our systems.

We will retain this personal data in accordance with legislative requirements and in line with our data retention policy.

1. For people whom we liaise with on a regular basis, we process personal data:

* In order to communicate with you about your interests and wider church related matters

Your personal data, in this regard, will be processed either with your consent or relying on legitimate interest, where we only process your personal data in a way you would reasonably expect.

We will retain this personal data in accordance with legislative requirements and in line with the CITI’s data retention policy. A copy of this is available from our data protection representative.

1. **Transfers of data outside the European Economic Area**

We do not transfer any personal data outside the European Economic Area.

1. **Your rights relating to your personal data**

You have the following rights under the General Data Protection Regulation, in certain circumstances, subject to certain exemptions, in relation to your personal data:

* + right to access the data: you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that data
  + right to rectification: you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information, you may request that we update the information such that it is complete
  + right to erasure: you have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten
  + right to restriction of processing or to object to processing: you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for other purposes
  + right to data portability: you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format

In order to raise any of the rights set out above, please contact our data protection representative, details available at the start of this privacy notice. If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to any withdrawal.

1. **Requirement to process personal data**

You may browse our website without providing us with any personal data and this will not affect your ability to view our website.

We do not use any personal data for the purpose of automated decision-making or profiling.

1. **Google Analytics**

Google Analytics is in use on our website to track website usage statistics and collect anonymised data from site visitors. This is processed in line with the ePrivacy Regulation. In order to track your session usage, Google drops a cookie with a randomly-generated ClientID in your browser. This ID is anonymised and contains no identifiable information like email, phone, name etc. We use Google Analytics to track aggregated website behaviour, such as what pages you looked at, for how long and so on. This information is important for us to improve your experience and to determine the effectiveness of our site. If you would like to access what browsing information we have, or wish to delete any Google Analytic data, please delete your cookies and install the Google Analytics Opt-Out Browser Add-On.

1. **Security**

We implement security safeguards designed to protect your personal data, such as HTTPS. We monitor for and try to prevent security breaches. There is no guarantee that your data may not be accessed, disclosed, altered or destroyed through breach of any of our physical, technical or managerial safeguards.

1. **Contact Information**

If you are unhappy with how we process your personal data, we ask you to contact us so that we can assess the situation. You can contact us at the details provided at the beginning of this notice. You may also lodge a complaint with a supervisory authority. The Irish supervisory authority is the Data Protection Commission, available at: www.dataprotection.ie