Lay Dominicans, English Province: Privacy Policy

**Our contact details**

Name: Teresa Jankowska, Communications Officer, Lay Dominicans

Address: c/o Blackfriars, St. Giles, Oxford OX1 3LY

Phone Number: **07939 880111**

E-mail: t.jankowska@btopenworld.com

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Details of when Lay Dominicans were admitted and made profession
* Details of the fraternities people belong to and roles they have held in fraternities and in the province.
* Fraternities also collect information on attendance at fraternity meetings, and on payment of dues.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Compiling records of Lay Dominicans of our province.
* Administration of fraternities and events.
* Keeping in touch e.g. by sending out newsletters.

We also receive personal information indirectly, from the following sources in the following scenarios:

* Our fraternities may collect information to pass on for inclusion in the database of the province.

We use the information that you have given us to maintain the records essential for the administration of the Lay Dominicans of the English Province.

We do not share this information with other organisations.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent (*for contact information)*. You are able to remove your consent at any time. You can do this by contacting Teresa Jankowska, email:** t.jankowska@btopenworld.com. **Phone: 07939 880111 or by post c/o Blackfriars, St. Giles, Oxford OX1 3LY**

**(b) We have a legitimate interest (*for information relating to your admission, profession and membership of fraternities)*.**

**How we store your personal information**

Your information is securely stored, and access is controlled by the Provincial Council.

We keep information on the admission and profession of Lay Dominicans, and their roles in fraternities and on the Provincial Council, as part of the record of our province, and this data will be archived and retained.

We keep contact details (email addresses, phone numbers, postal addresses) for as long as they are current / last known contact information. We will then dispose of your information by deleting from the database.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: Teresa Jankowska,

email: t.jankowska@btopenworld.com

Phone:07939 880111

or by post c/o Blackfriars, St. Giles, Oxford OX1 3LY

if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Teresa Jankowska,

email: t.jankowska@btopenworld.com

Phone:07939 880111

or by post c/o Blackfriars, St. Giles, Oxford OX1 3LY

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>