**St Francis Xavier Foreign Mission Society Trust**

**known as Xaverian Missionaries**

**Privacy Notice**

**Data Controller**

St Francis Xavier Foreign Mission Society Trust, a Trust registered in Scotland No. SC012905 with centres across the UK at Xaverian Missionaries’ Centre, Calder House, Calder Avenue, Coatbridge, ML5 4JS; Xaverian Missionaries’ Centre at 169 Sharoe Green Lane, Fulwood, Preston PR2 8HE and the Parish of St. Bartholomew’s in Glasgow.

**Data Protection Officer**

Ian Bathgate located at the Coatbridge address above and contactable on 01236 606364 (Mob 07904528838) or by email at dpoibathgate@gmail.com.

**Scope**

Xaverian Missionaries collects and processes personal data relating to individuals linked to voluntary donations, records held of individuals linked to the trust within the parish, and customers associated with the facilities available and provided via the Xaverian Missionaries’ Centres in Coatbridge and Preston as well as St. Bartholomew’s Parish in Glasgow. The trust is committed to being transparent about how it collects and uses data and to meeting its data protection obligations.

**What information does the trust collect?**

The trust collects, stores, transfers and processes a range of information about you, some of which may be personal data such as:

* your name, address and contact details, including email address, telephone number; and
* details of your bank account in relation to donations and the payment of facilities offered.

The trust may collect this information in a variety of ways. For example, data might be collected and obtained directly during events, or via email communications received from you and other correspondence provided by you.

Data will be stored in a range of difference places, including in electronic and/or paper format and in other IT systems including the trust’s email system.

Your personal data shall not be shared without your explicit consent and shall not be passed onto any commercial marketing agencies at any time. See section below entitled “Who has access to data?”

**Why does the trust process personal data?**

The trust needs to process personal data to ensure that it is complying with its legal obligations. For example, it is required to check that personal data is current and correct in order to comply with HMRC and legal obligations such as Health & Safety Law and other legislation applicable to the trust.

The trust will only contact you about Xaverian sponsored events at any venue we may use in which you may be interested in participating and/or supporting. We shall also process personal data to keep you abreast of our activities.

In other cases, the trust has a legitimate interest in processing personal data before, during and after the end of the business relationship. Processing personal data allows the trust to maintain accurate and up to date personal records and contact details.

**Who has access to data?**

Your information may only be shared internally with authorised individuals. Your information may also be accessed by appropriate IT professionals if access to the data systems is required. At all times confidentiality of your personal data shall be retained.

We will not pass on, sell nor offer your personal information to any third party without your explicit consent. For the purposes of keeping you informed of events, your name, address and post code will be visible to those who are responsible for the mailing of general information and invites to you.

Your data will be stored in accordance with the rules governing entities within the European Union (EU). Transfer of data outside the EU will be secured by ensuring that there is adequate provision in place for the safety of personal data held under the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018.

**How does the trust keep data?**

The trust takes the security of your data seriously. The trust has internal policies and controls in place to try to ensure that your data is not lost, accidently destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The trust will store the data in accordance with the laws of the UK and under further provision within the GDPR. The trust’s policies and procedures for the safe keeping of personal data are documented and set out within this privacy policy.

Where the trust engages third parties to access or process personal data on its behalf, they do so on the basis of your consent and our written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**Automated processing**

We do not currently process your personal data on an automated basis but if we were to make such decisions which significantly affect you, you have the right to ask that the decision be reviewed by an individual to whom you may make representations and contest the decision. This right only applies where we use your information with your consent or as part of a contractual relationship with you.

**Withdrawing consent**

Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

**For how long does the trust keep data?**

The trust will hold personal data for as long as necessary. Consideration shall therefore be given to determine the appropriate retention period in order to ensure that personal data is retained for as long as the trust is legally required to retain such data and there being no other legal basis for retaining such data beyond this period. The trust shall ensure that personal and sensitive data is confidentially destroyed or if in electronic format deleted from our computer network.

**Data Subject Rights**

As a data subject you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the trust to change incorrect or incomplete data;
* require the trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where we are relying on a legitimate interest as a legal grounds for processing.

You have the right to object at any time and to request that we stop using your personal information for purposes such as direct marketing. In addition, where we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your information. The right might also apply where there is no longer a basis for using your personal information but you do not want us to delete the data. Where this right to validity is exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

If you would like to exercise any of these rights, please contact Ian Bathgate at dpoibathgate@gmail.com.

**What if you do not provide personal data?**

You have some contractual obligations to provide the trust with data. Failing to provide the data may mean that you are unable to comply with these statutory requirements.

**Changes to this Privacy Notice**

We keep this privacy notice under regular review and will update and publish this accordingly.

Should you require any clarification on the content of this Privacy Notice, you should contact the trust’s Data Protection Officer, Ian Bathgate at dpoibathgate@gmail.com.

**Complaints**

We seek to resolve directly all complaints about how we handle personal data but you also have the right to lodge a complaint if we have not complied with your data protection rights. You can do so by contacting the Information Commissioner’s Office, whose contact details are as follows:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 or 01625 545 745

Website: <https://www.ico.org.uk/concerns>

**Note:** This document reflects the requirements of the General Data Protection Regulation (GDPR) which is effective from 25 May 2018 and the UK Data Protection Act 2018.