

### Payment Terms and Conditions

This payment system is provided by the parish of St. Joseph's Parish and its third party suppliers. **Please read these terms carefully before using the online payment facility. Using the online payment facility on this website indicates that you accept these terms. If you do not accept these terms do not use this facility.** The parish may update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are aware of the current terms.

Please see the **Privacy Policy** section of these terms and conditions for information on how your personal data is processed when you use the online donation function.

Please also see Easy Payments Plus Terms and Conditions and Privacy Policy at the following links:

<https://www.easypaymentsplus.com/Terms>

<https://www.easypaymentsplus.com/Privacy#:~:text=Easy%20Payments%20Plus%20will%20not%20account%20credit%20card%20information>.

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### All payments are subject to the following conditions:-

Your payment will normally reach the Parish account to which you are making a payment on the following working day.

We cannot accept liability for a payment not reaching the correct account due to you quoting an incorrect card number or incorrect personal details.

Neither can we accept liability if payment is refused or declined by the credit/debit card supplier for any reason.

### Security

All payment details which are entered through this payment gateway are encrypted when the customer, or third party making payment, enters them. Communications to and from the service provider's site are encrypted.

The parish shall not be liable for any failure by the customer or third party making payment of fees to properly protect data from being seen on their screen by other persons or otherwise obtained by such persons, during the online payment process or in respect of any omission to provide accurate information in the course of the online payment process.

All cardholder information is protected and will only be processed as outlined in these terms and conditions.

### Service Provider

Online payments of fees can be made by credit or debit card.

The transaction is received and validated by Payzone Ltd t/a Easy Payments Plus. The client making the donation will get an immediate notification from Easy Payments Plus to confirm whether or not the card validation was successful.

The funds will be transferred from your account within 48 hours.

#### **Refund Policy**

Refund of payments made will be at the discretion of the parish. Disputes regarding amounts paid must be made in writing to the parish. Refunds, if applicable, will only be made to the debit/credit card used for the original transaction.

#### **Cancellation Policy**

A recurring payment can only be cancelled by contacting the parish. Please see the contact section of our website.

#### **Privacy Policy**

Personal data is data that identifies you or can be used to identify or contact you. When you make a donation or payment using this platform, you provide the following details to the parish, Easy Payments Plus and to its payment processors:

- Name, address, phone number and email address;
- The amount you donate and, if applicable, the frequency of the donation;
- Your payment card details, including, cardholder name, card number, card expiry date and CCV number.

This personal data that you volunteer to us will be processed for the following purposes:

- a. To facilitate payments from you.
- b. So that the parish and Easy Payments Plus can contact you or respond to queries from you in relation to your donation;
- c. To provide you with confirmation of payment/receipt by email;
- d. To contact you in relation to the Charitable Donations Scheme;
- e. To provide you with the information on any item you have requested from us;
- f. To generate financial reports for the parish.

Easy Payments Plus will provide the parish with a summary of the amount you have donated each month.

Your payment will be processed by Easy Payments Plus and its third party providers, AIB Merchant Banking and/or Stripe. This will mean that some of your personal data is processed by those companies. These companies sometimes transfer data outside the European Economic Area, however, their terms and conditions provide that the companies take steps to ensure your data is protected.

For more information on how your data is processed by AIB Merchant Banking, please see their Privacy Notice at: <https://www.aibms.com/wp-content/uploads/2021/05/AIBMS-Privacy-Notice-28.05.2021-APPROVED.pdf>.

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For more information on Stripe please see their Privacy Notice at <https://stripe.com/ie/privacy>.

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The donation application and Easy Payments Plus website is hosted by Amazon Web Services. This means that your personal data will also be processed by that entity.

Certain information you provide in connection with your donation will be retained by the parish and/or Easy Payments Plus while you are registered with Easy Payments Plus and for 7 years afterwards to comply with financial and taxation requirements.

If you donate more than €250 in any one year, the parish may contact you in relation to the Charitable Donation Scheme.

You have the right to request a copy of any personal data held by us about you. You also have the right to have such data corrected where it is inaccurate or misleading. You also have the right to have this data deleted.

**Collection and use of Non-Personal Data**

Like most websites, we gather statistical and analytical information collected on an aggregate basis of all visitors to our website. This non-personal data comprises information that cannot be used to identify or contact you.