

Data Protection Statement



At the Office for Mission and Ministry we take your privacy very seriously. It is important that you know exactly what we do with personal information you give us.

1. Who we are

The Office for Mission and Ministry is located in St. Paul's, Arran Quay, Dublin 7. The information you have provided as a pilgrim for World Youth Day 2023 is gathered, stored, shared and used by us to facilitate this pilgrimage.

2. The information we collect about you

We gather information including your contact details, date of birth, age, nationality, passport number, medical information, dietary requirements, Garda Vetting and payment details.

3. How we use your information

We will only use your data to facilitate your participation in the pilgrimage. If you consent, we will use your personal data to stay in touch after the pilgrimage ends. Please note you can unsubscribe or ask us to stop contacting you at any stage.

5. We do not use data analytics or automated processes to profile you.

6. Who we share your information with

To facilitate your participation in the pilgrimage we need to share your information with the following;

- The travel company - we will be given your name and contact details to generate your travel documents. Their privacy policy can be viewed at Insert Web Address
- A photocopy of every passport will be made and retained for the duration of the pilgrimage by the Pilgrim Co-ordinator.
- Payment details are shared with the Finance Secretariat in the Diocesan Offices who will process these in line with revenue & audit legislation.
- Online payment methods are managed by Payzone. Their privacy policy can be viewed at www.easypaymentsplus.com
- The IT consultants who manage the diocesan servers will only have access if an issue arises with the computer systems. They may not even see your personal data. To ensure everything is compliant with GDPR a Service Provider Agreement is in place which contains Confidentiality clauses.
- All personal data is processed in a GDPR compliant manner.

- All other information collected about you will be used by authorised staff of the Office for Mission and Ministry to facilitate your participation on the pilgrimage.

7. How long do we hold your information

As a general rule we keep your information for a specified period of time. Regarding World Youth Day your personal information will be destroyed one year after the event has taken place. Photographs taken as part of the pilgrimage, social media data and anything deemed to have a long-term archival value will be kept as a permanent historic record. If you consent for us to keep in touch with you, then specific details will be retained such as your name and contact information. The Finance records will be retained for seven years as per relevant legislation and will then be destroyed. Please be assured that your personal data will not be used for any other purpose.

8. Implications of not providing personal data

If you do not provide your personal data then unfortunately you will not be able to participate in the pilgrimage.

9. Where your personal data is stored

Your information is stored on password controlled computers and secure servers in the EU/EEA. Paper files are held in locked filing cabinets in an access controlled building. Information shared with third parties is afforded the same protections.

10. How to exercise your information rights and the right to object

You have several rights in relation to how we use your information, including without delay to:

- Access and obtain copies of your information
- Have inaccurate/incomplete information corrected and updated
- Object to particular uses of your personal information for our legitimate business interests
- In certain circumstances, to have your information deleted or our use of your data restricted
- Withdraw consent at any time where the processing is based on consent

If you wish to exercise any of your data rights you can contact us at the Office for Mission & Ministry gerard.gallagher@dublindiocese.ie or tel. (01) 8379253 or write to Office for Mission & Ministry, St. Paul's, Arran Quay.

Alternatively you can contact the Office for the Data Protection Commission, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois. Tel. (0761 104800/1890252231 or email info@dataprotection.ie.

11. We will update our Privacy Notice from time to time.