

Augustinian Province of Ireland

IT Policy

Website
POLICY
January 2021



The Augustinian Province of Ireland is a registered charity (CHY7182 CRN 20014926) with its Provincial Office at St. Augustine's, Taylor's Lane, Ballyboden, Dublin 16, D16YN32. (Due to refurbishment work the Provincial Office has relocated to 16, Zion Road, Rathgar, Dublin 6, D06FA30 until Spring 2022)

This policy has been developed to demonstrate our commitment to protecting and respecting your personal data. We use a range of communication services to send information to our members, donors, volunteers and the general public for the purposes of providing up to date information on mass times, events, news, evangelization and more.

The Augustinian Province of Ireland fully complies with Irish Data Protection Legislation and the Data Protection principles set out in GDPR legislation introduced on 25th May 2018. This Policy applies to personal data collected, processed and stored electronically by the Province in relation to members, staff members, service providers, donors and those individuals, agencies and others with whom we interact in the course of our activities.

This document also outlines how we protect your personal data through the use of up to date technological systems, GDPR Awareness Training for staff and members of the order, regular Data Protection Impact Assessments and technical expert advice from third parties.

The Augustinian Order in Ireland provides a Chaplaincy service to two schools in New Ross and Dungarvan, both of which are run by Boards of Management. Whenever third parties use Augustinian premises for events in which children attend and participate, safeguarding guidelines for such events can be found on our website, www.augustinians.ie/safeguarding.

Website:

The Augustinian website, www.augustinians.ie uses Google Analytics, a web analytics service provided by Google. Google Analytics uses “Cookies” which are files placed on your computer to help the website analyse how users use the site. The information generated by the cookie about your use of the site (including your IP address) will be transmitted to and stored by Google on servers in the United States. The cookies allow us to understand general traffic to our website, number of visits, time on site and helps us make improvements and develop the website to enhance the user experience. For further information please see Google’s Privacy Policy www.google.com/policies/privacy (<https://www.google.com/policies/privacy>).

By using our website, you consent to the processing of data about you by Google in the manner and for the purpose set out above.

The Augustinian website, www.augustinians.ie also uses Jetpack, a tool that supports Wordpress designed websites by monitoring traffic to the site and security. The Jetpack application is defined as a third-party when it comes to cookies. In other words, we do not collect and store personal information, but Jetpack, themselves may, in order to enhance the visitor experience to our website. Also, some of Jetpack’s features may themselves use third-party applications and services, and again, these are used in order to enhance the visitor experience to our website. We have no control over or access to the information or tracking details collected by any third-party cookies. Therefore, if you require more information, we recommend consulting the privacy policy of Jetpack. <https://jetpack.com/support/privacy/>.

The Augustinian website, also uses Yoast SEO, a tool that supports Wordpress designed websites by monitoring traffic to our website. The Yoast SEO plugin is there to aid with SEO (Search Engine Optimisation) standards. As a general rule, Yoast do not seek personal data of customers’ or visitors’ to our website. Therefore, their role relates to website data, and not personal data as such. More details on Yoast SEO GDPR policy can be found at: <https://yoast.com/help/gdpr/>.

Images on our Website/Facebook Page:

Images from any events may be displayed on either our website or social media site and in that case the Augustinian Province of Ireland will ensure that...

- The content of photographs and film material is appropriate
- The consent of parents or guardians and of children to use an image is obtained and such consent recorded.
- Children cannot be identified in photographs and other images likely to be published in print media or on the Internet.
- Parents/guardians and children are aware of the way the image will be used to represent the Order.

Please Note: Minors have no access to Augustinian computers.

For more information on safeguarding please visit, www.augustinians.ie/safeguarding

“Safety Lock” will be placed on all Augustinian Websites to prevent cut & paste of photographs in Gallery section.

Website Security:

The Augustinian Province of Ireland takes its security responsibilities seriously by employing the most appropriate physical and technical measures including staff training and awareness. To ensure the security of your credit card information we use STRIPE, a technology company that uses e-commerce software to accept and manage payments online. When you donate or make a purchase through our website/online shop, debit/credit card information is not retained on our site but is securely transferred to STRIPE who collect payment method information such as credit/debit card number and bank account information, purchase amount, date of purchase and payment method. They may also collect your name, email, billing or shipping address and in some cases your transaction history in order to authenticate you. For further information on STRIPE and how they manage your data please see www.stripe.com/ie/privacy.

When donating or making a purchase via our website www.augustinians.ie we would like your permission to retain your email address so we can notify you of upcoming events or promotions. The Augustinians will never contact you without your consent and will not share your information with any third parties.



Consent Form

Photography/Filming/Social Media/Website

In accordance with our *Policies* we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent/guardian if the child is under 18.

The Augustinian Province of Ireland will take all steps to ensure that images are used solely for the purposes they are intended. If you become aware that images are being used inappropriately you should inform the Augustinian Provincial Office – Email: provincialoffice@augustinians.ie
Tel: 01-4851516 immediately.

Name of Event: _____

Date of Event: _____

Consent information:	
<i>To be completed by child:</i>	
I give permission for my photograph to be used within Augustinian printed publications	
I give permission for my photograph to be used on the Augustinian website	
I give permission for videos of me to be used on the Augustinian website	
I give permission for my photograph to be used on Augustinian social media pages	
I give permission for videos of me to be used on Augustinian social media pages	
Signature of child:	Print name child:
Date:	



Child Under 18 – consent must also be obtained from parent/guardian.

To be completed by parent/guardian:

- I give permission for my child's photograph to be used within Augustinian printed publications
- I give permission for my child's photograph to be used on the Augustinian website
- I give permission for my child to be videoed for use on the Augustinian website
- I give permission for my child's photograph to be used on Augustinian social media pages
- I give permission for my child to be videoed for use on Augustinian social media pages
- I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation. (*Augustinian Data Protection/Website/Social Media Policy*)

Signature of parent/guardian:

Print name of parent/guardian:

Date:

To be completed by Adult:

- I give permission for my photograph to be used within Augustinian printed publications
- I give permission for my photograph to be used on the Augustinian website
- I give permission for myself to be videoed for use on the Augustinian website
- I give permission for my photograph to be used on Augustinian social media pages
- I give permission for myself to be videoed for use on Augustinian social media pages
- I can confirm that I have read, or been made aware of how these images or videos will be stored within the organisation. (*Augustinian Website/Streaming/Social Media Policy*)

Signature:

Print Signature:

Date:

The Augustinian Province of Ireland is **not responsible** for individuals who attend Augustinian events and upload related images or comments to their own social media sites.