

Privacy Statement & Terms of Use



PRIVACY NOTICE

Who we are

The Epiphany Group is a group of women and men working ecumenically across Scotland in the Ignatian spiritual tradition. In this notice, references to 'we' and 'us' refer to the Epiphany Group. Our website address is <http://www.epiphanygroup.org.uk>

The Epiphany Group is committed to protecting your personal information. This notice explains how we collect and use personal information about you. When you provide us with personal data (see glossary below) we keep a record of it in order to:

- comply with our statutory obligations
- achieve our objectives of advancing and maintaining the aims and purpose of our Group as set out on our website
- provide contact details for those offering and those seeking our services as set out *in What we Offer* on our website.

Under the General Data Protection Regulation (GDPR), the Epiphany Group is a data controller (see glossary) in respect of your personal data.

Everyone has rights about how their personal data is managed, and the Epiphany Group is committed to ensuring that this is properly and securely managed in accordance with the relevant data protection laws. We recognise that this plays an important part in establishing and maintaining trust and confidence between the Epiphany Group and those with whom it interacts.

What personal information may we be holding about you?

We may hold the following types of personal data of our members and also special categories of personal data (see glossary):

- name and contact details
- information about members' qualifications to partake in our activities
- information about members' activity and ongoing formation as practitioner working with Ignatian Spirituality
- information obtained from trainer assessments from any Epiphany Group courses attended
- financial information where provided (e.g. bank details) and details of giving/donations
- photographs and film/video material unless you have opted out of having your photograph taken or being filmed. Details of those seeking contact with us in order to access our services will be passed on to members as appropriate.

How and why do we process your personal data?

Your personal data may be processed in a number of ways, for example:

- to communicate with you about news, activities and events
- in carrying out our activities
- in processing donations or other payments you make to us
- to administer, support, improve and develop our activities and record keeping
- in considering applications from you (e.g. for bursaries, roles in Epiphany Group)
- for auditing and statistical purposes
- to ensure that we comply with our statutory obligations.

On what grounds do we process your personal data?

We must always have a lawful basis for processing your information. This varies according to circumstances but typical examples include:

- the processing within our legitimate interests e.g. providing information about the Epiphany Group in order to advance and maintain our aims and purpose.
- where you have given consent (which can be withdrawn at any time by contacting us).

- our work as the Epiphany Group with and supporting our current and former members (provided the information is not shared outside the Epiphany Group other than with your consent).

In addition, processing special categories of personal data requires a further lawful basis, which may include:

- where you have given us your explicit consent (e.g. to meet medical or dietary needs)
- where it is necessary to protect vital interests (of yourself or others) e.g. passing information to the police, taking steps to prevent fraud or other dishonest activity
- where you have made the information public
- where it is necessary for the establishment, exercise or defence of legal claims.

We do not collect any personal data comprising criminal convictions or offences.

How we protect your data

The personal information we collect is locked away or stored electronically and is password protected. Your personal information is accessed only for the purposes of the Epiphany Group.

Cookies

If you visit the Epiphany Group website, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close the browser. Any information gathered through cookies and similar technologies via our website is used only to analyse information about website visits to enable us to improve website functionality.

Analytics

We do not collect any personal data from the visitors to the website, however the website uses a plug-in which collects data anonymously, e.g. how many pages have been visited.

This WordPress Plugin for analytics monitors the number of times pages are looked at. By default, WordPress does not share personal data with anyone.

With whom may we share your information?

Unless we are otherwise permitted or required to do so under data protection rules, or by order of a court or other competent regulatory body, we will only share your personal data with another organisation with your explicit agreement, e.g. we may share names and/or dietary requirements of those attending Epiphany Group activities with the relevant location

Sometimes the Epiphany Group works with third parties whom we ask to process personal data on our behalf (e.g. IT consultants, distributors of publications, where names of members are included). We require these third parties to comply with our instructions and with the GDPR.

We have established robust administrative, technical and physical measures to guard against and minimise the risk of loss, misuse, unauthorised processing, or disclosure of the personal data that we hold. If you have any concerns regarding personal data, please contact the Epiphany Group.

How long will we keep your information?

We aim to keep personal data only as long as is necessary, e.g. for the length of a course or the length of membership or waiting list and then to delete it.

Your rights

You have rights in respect of personal data provided to us, and these include the right to

- request a copy of some or all of the personal data that we hold about you by making a “subject access request”, and this is free of charge
- withdraw any consent you have given to the processing of all or part of your personal data
- request that any inaccuracies in your personal data be corrected
- request that we delete your personal data
- object to our processing your personal data for information or fundraising purposes.

For any of the above, please send your request to the Epiphany Group (address under ‘contact details’ below). Requests will as a rule be responded to within seven working days. In some circumstances the above rights may be limited e.g. when we have a legal requirement to process your personal data.

Rights about your personal data can only be exercised by you or with your express permission. You may need to provide us with proof of identity.

Changes to this notice

We may make changes to this notice from time to time as our organisational practices and/or applicable laws change. We will not make any use of your personal information that is inconsistent with the original purpose(s) for which it was collected or obtained (or as is permitted by data protection laws) without notifying you in advance if possible.

Contact details

If you have any questions, require any further information, or wish to exercise any of the above rights; or if you would like to provide feedback or make a complaint, please contact

Epiphany Group admin@epiphanygroup.org.uk

We hope that our response will be satisfactory to you. However, if you have unresolved concerns you also have the right to complain to the Information Commissioner at www.ico.org.uk.

Glossary

Data controller means a person, organisation or body that determines the purposes for which, and the manner in which, any personal data is processed. They are responsible for complying with data protection laws including the GDPR and establishing practices and policies in line with them. A data processor is responsible for processing personal data on behalf of a controller.

Personal data means any information relating to a living individual who can be directly or indirectly identified from that information or in conjunction with other information. It can be factual (e.g. name, date of birth) or an opinion (e.g. a performance appraisal).

A data subject is a living individual who can be identified through their personal data.

Processing is any activity that involves obtaining, recording or using personal data.

Special categories of personal data (previously known as sensitive personal data) may include information about a person's religious or similar beliefs, dietary requirements etc.

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