

NAAS PARISH

PRIVACY STATEMENT

This privacy statement provides information about how any personal information that Naas Parish collects through our website, is used.

Any personal information collected on this site is used solely for the purposes of Naas Parish. Apart from credit card transactions, WE DO NOT pass on information to any third party. Please see below for details regarding credit card transactions processed through the website.

What Information do we collect?

We do not collect any personal information without your consent. We only retain personal information provided by you. Naas Parish only keeps the following contact details. Names, Address/es, Phone Numbers, E-mail address/es, and information (excluding credit card information) relating to financial transactions made on our website for example, details of sacrament registered for.

Your personal information may be used in the following ways.

To aid in the process of parish administration in relation to the sacraments of Holy Communion and Confirmation only.

To respond to queries that you submit to us via contact form or e-mail.

To manage and administer our customer database for accounts and revenue purposes.

To manage any e-mail / sms correspondence that registered users have signed up for or have agreed to receive.

Personal information is only used for the purposes of sacramental registration, administration and preparation. Apart from credit card transactions, **WE DO NOT** pass on any information to any third party.

Personal details relating to financial transactions are held for as long as required by law, currently six years in Ireland. Personal details from registered families is held until the end of the relevant academic year (August) in which the sacrament is received.

Credit Card Transaction Details:

Naas Parish does not collect or hold any credit card information from those who use the online registration process. Certain details of your purchase e.g. amount of sale, address verification data, will be passed onto our credit card processor.

All credit card transactions are processed by Stripe through their PCI compliant software and through their secure site. You can find out more about Stripe online Security and PCI (Payment Card Industry) compliance here. <https://stripe.com/docs/security/stripe>

Data Protection & Security

Our website is hosted with Register 365 (<https://www.register365.com>) and our parish email system is hosted with Irish Web Servers, (<https://irishwebservers.ie/>). Both are Irish based Web Hosting Companies. All website data is held on their secure servers and every reasonable precaution is taken to maintain that security.

SSL Certificate

Both our website and our email systems have an SSL (Secure Sockets Layer) Certificate installed for extra security. All web transactions are now encrypted over an industry standard secure data

transfer connection. You will see this when you are on any page of our website by looking at the address bar. The title of any page will begin with https:// and if your browser supports it, there will be a green lock icon displayed in the address bar.

We also maintain a secure database which is managed and stored remotely by Cognito LLC, (<https://www.cognitoforms.com/>) with whom we have signed a DPA in line with current GDPR requirements. Their robust security features are available for viewing on their website at <https://www.cognitoforms.com/features/security>.

Website Statistics Privacy Information

Naas Parish may from time to time track website traffic so that we can see the effectiveness or otherwise of our website in communicating our message.

The information that is collected is as follows

IP address, WordPress.com user ID (if logged in), WordPress.com username (if logged in), user agent, visiting URL, referring URL, timestamp of event, browser language, country code.

Activity that is Tracked

Post and page views, video plays (if videos are hosted by WordPress.com), outbound link clicks, referring URLs and search engine terms, and country. The performance of each page load is also monitored. This is exclusively for aggregate performance tracking in order to make sure that any plugins or codes used are not causing performance issues. This includes the tracking of page load times and resource loading duration (image files, Javascript files, CSS files, etc.).

Data Visibility and Retention Policy

Any piece of data explicitly identifying a specific user (IP address, WordPress.com ID, WordPress.com username, etc.) is not visible to Naas parish when monitoring statistics. For example, Naas Parish can see that a specific post has 285 views, but we cannot see which specific users/accounts viewed that post.

Stats logs containing visitor IP addresses and WordPress.com usernames (if available) are retained by Automatic for 28 days and are used only for the purpose of powering this feature.

Contact details for any queries about this privacy policy

A copy of the information we have received from you through our sacramental registration form will be automatically copied and sent to the email address you supplied. If you have any queries concerning our privacy policy please contact Mary Farrell, Parish Secretary, Naas Parish Office, Sallins Road. Tel: 045-897739 eMail: office@naasparish.net

Last Updated 19th June 2018