

Privacy Policy

Thank you for visiting stpeterarchbold.com, a site presented to you by the St Peter Parish, located in Archbold, OH (the "Site"). Your privacy is important to us. As such, we provide this Privacy Policy ("the Policy") to explain our online information practices and the choices you can make about the way your information is collected and used at this general audience Site. If you have any questions about this Policy, please free to email Kim Garrow, Parish Secretary, at stpeter@rteceexpress.net or write to us at: Privacy Matters c/o Kim Garrow, 614 N Defiance St, Archbold, OH 43502 This Policy is incorporated by reference into the Terms and Conditions of Use Agreement to which you agreed upon entering the Site.

Information We Collect and How We Use It.

We may collect the following types of information to personalize and improve your experience at the Site:

- **Information You Provide:** We receive personal data from you when you contact us with inquiries, enter a contest, respond to one of our surveys, sign up for a newsletter, make an on-line donation, or engage in any interactive portion of the Site. Any personally identifiable information you provide is voluntary. The Site may combine information that you voluntarily give us with information from third parties and affiliates.
- **Automatic Information:** We automatically receive and record certain types of information whenever you interact with us. This information, which is recordable any time you use the Internet, includes the Internet Protocol (IP) address used to connect your computer to the Internet; your domain name, if any; and computer and connection information, such as browser type and version. In addition, like many Web sites, we use a technology called "cookies" to record your activity while visiting the Site. We use this information to learn how you use the Site, to remember your preferences, and to diagnose problems. No personal data is available or used in this process.
- **Aggregated Usage Information:** We may post aggregated usage information to third parties, such as content licensors and advertisers, for diagnostic, billing and sales purposes. However, such information will not include any personally identifiable user information. This information is purely statistical in nature and cannot be tied to you.
- **Links & Advertisements:** To better serve you, we may provide you with external links to other sites which we believe can offer you useful information and services. Any external (non-stpeterarchbold.com) Web sites to which we provide links will be subject to their own privacy policies, and you will need to review those policies. This includes use of Facebook.com to share items on the Site. Additionally, we use third party technology to serve advertisements to you and allow third parties to access their own cookies on your computer. Use of cookies by third parties is subject to their own privacy policies and not this Policy.

More Information about Cookies.

Cookies are small text files placed on your computer's hard drive through your Web browser that enable us to personalize your Web browsing experience. The "help" portion of the toolbar

on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. However, disabling cookies may prevent you from taking full advantage of some of the features on the Site.

Information Sharing.

In addition to the third party sharing discussed above, St Peter Parish only shares personal information with other companies or individuals outside of the Parish in the following limited circumstances:

- We provide such information to our affiliated companies or other trusted businesses or persons for the purpose of processing personal information on our behalf. We require that these parties agree to process such information based on instructions and in compliance with this Policy and any other appropriate confidentiality and security measures.
- We provide personally identifiable information about you to third parties in order to provide services or products that you have requested; when we have your permission; or as otherwise described in this Policy.
- We share your information with our affiliates or agents in order to provide services or communicate with you on our behalf.
- We disclose information if required by law, such as in response to a subpoena or similar legal process, or as necessary to enforce the Terms and Conditions of Use for the Site. If we are combined with another diocese and substantially all of our assets are transferred, user information may be one of the transferred assets. We will not be liable for your information no longer in our possession. We cannot ensure that all of your private communications and other personal information will never be disclosed in ways not otherwise described in this Policy. By way of example but not limitation, we may be forced to disclose personal information to the government or third parties under certain circumstances, or third parties may unlawfully intercept or access transmissions or private communications.

Information Security.

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption and physical security measures to guard against unauthorized access to systems where we store personal data. Accessing and Updating Personal Information. When you use the Site, we make good faith efforts to provide you with access to your personal information and either to correct this data if it is inaccurate or to delete such data at your request if it is not otherwise required to be retained by law or for legitimate purposes. We ask individual users to identify themselves and the information requested to be accessed, corrected or removed before processing such requests, and we may decline to process requests that are unreasonably repetitive or systematic, require disproportionate technical effort, jeopardize the privacy of others, or would be extremely impractical, or for which access is not otherwise required.

Privacy Rights of California Residents.

If you are a California resident, you are entitled to additional privacy rights under California law. If you submit a written request to the address above, the St Peter Archbold website will provide you with a California Customer Choice Notice that you may use to opt-out of third party personal information sharing. Please specify on your request that you are seeking your “California Customer Choice Notice” and allow at least 30 days for a response.

General Data Protection Regulation.

stpeterarchbold.com and GDPR

The EU General Data Protection Regulation comes into effect on 25th May 2018.

This document serves as a summary of what data we process and why along with the measures we have taken to conform with GDPR.

stpeterarchbold.com falls under 2 different roles for GDPR.

1. For **our own users** and customers we are the **Data Controller**.
2. For 3rd party EU citizens that **access our community at stpeterarchbold.com** we are a **Data Processor**

What Data we Store and Control for our own users

If you browse our website or systems we may track and store non-personal data in order to monitor performance and reliability of our systems.

This data is stored indefinitely but is kept in an anonymised and non-identifying format.

If you browse our website or systems we may track and store personal data in server logs order to monitor activity and maintain security.

This data will be limited to IP address, web browser used and kept for up to 60 days.

If you reach out to our support teams we will store personal details in order to provide assistance.

This may include but is not limited to, Name, Email, Phone numbers, Committee Details, Country and Region and Chat history.

These details are stored indefinitely for active users and will be purged every 12-24 months for users no longer using our systems.

If you register for your own Parish Account we will store personal data required for us to deliver our service.

This may include but is not limited to, Name, Email, Phone numbers, Committee Details, Country and Region, Aggregate usage stats and usage history.

These details are stored indefinitely and will only be removed if you formally request cancellation of your registration from the account menu inside your login area.

What Data we Store and Process on behalf of our users

If you browse our website we may track and store personal data in server logs order to monitor activity and maintain security.

This data will be limited to IP address, web browser used and kept for up to 60 days.

It you submit a request through our site then we will store provided data related to the request.

This may include but is not limited to, Name, Email, Phone numbers, Committee Details, Country and Region, Communications and usage details.

These details are stored indefinitely and will only be removed if you formally request cancellation AND exercise your right to be forgotten.

Where We Store Data

We store data primarily in digital format in our own managed databases and also replicate certain data to 3rd party systems that are themselves compliant with GDPR.

- Our Primary Databases within hosted server.
- Database snapshots within hosted server
- Our encrypted Database Backups within Google Drive
- Files and Logs hosted by Google Drive
- Encrypted offsite backups located within Google Drive
- Contracts & agreements stored in paper format or online at Google Drive.
- Our Support and management platforms hosted by Joyful Parish Network.

Right to access personal information / data portability

For our own customers, we will provide a copy of the personal data we hold regarding you on request.

Please email Kim Garrow, Parish Secretary, at stpeter@rteccexpress.net or write to us at:
Privacy Matters c/o Kim Garrow, 614 N Defiance St,
Archbold, OH 43502 with the subject line "Personal Data Request"

Right to rectification

For our own customers, please click the chat within your community and ask our support staff to update your personal data within our systems.

Right to be forgotten

For our own customers, we will delete all personal data we hold regarding you on request. Please email Kim Garrow, Parish Secretary, at stpeter@rtecexpress.net or write to us at: Privacy Matters c/o Kim Garrow, 614 N Defiance St, Archbold, OH 43502 with the subject line "Right to be forgotten"

Right to restriction of processing

If any of our customers wish to exercise the right to restriction of processing, either for themselves or on behalf of one of their own customers, then this request should be provided by email to Kim Garrow, Parish Secretary, at stpeter@rtecexpress.net or write to us at: Privacy Matters c/o Kim Garrow, 614 N Defiance St, Archbold, OH 43502 with the subject line "Right to restriction of processing"

Reporting of Breaches

We take security seriously and conduct regular reviews of our systems and security measures to ensure that best practices are being followed and suitable safeguards are in place.

In the event of us becoming aware of any data breach then we shall inform the appropriate authorities within 72 hours.

Our Data Protection Officer

Despite not being obligated to appoint a DPO we have taken the pro-active step of appointing a Data Protection Officer to help manage any data issues or disputes.

You may contact our DPO via the details below.

Kim Garrow, Parish Secretary, at stpeter@rtecexpress.net or write to us at: Privacy Matters c/o Kim Garrow, 614 N Defiance St, Archbold, OH 43502

Changes to this Privacy Policy.

We reserve the right to change this Policy at any time without notice. Please check this page periodically for any changes. By continuing to use this Site, you are effectively accepting such changes.