

# GDPR General Data Protection Regulation

Privacy Policy Lutheran Church in Ireland | May 2018

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## Which personal data is recorded and kept?

A membership with the Lutheran Church in Ireland begins with filling out a membership form. Data acquired from there (name, address, date of birth, denomination, date of baptism, direct family members, godparents, telephone number, and email address ...) are stored to receive a birthday letter as well as invitation to and information about events. Any formal acts (baptisms, confirmations, weddings and funerals) are recorded handwritten in the church record books. Neither bank account details nor credit card details are asked for or kept by the pastorate.

## Where is data kept?

Membership forms are printed and are kept in paper files in the office of the pastorate as well as a digital record in the offline membership database on the central computer in the office. Any formal acts (as stated above) are recorded in handwritten church record books. Data about membership contributions and donations are solely kept in the files and on the computer of the Hon. Treasurer. Telephone / Mobile numbers and email addresses are also recorded on the Pastor's work computer. Any groups meeting in the church context can create their own mailing / telephone lists. In these cases, individual consent from the person whose data is stored must be obtained. On the grounds of the General Data Protection Regulation the church office cannot provide any data of individuals.

## Who has access to data?

Except the Pastor and the Hon. Treasurer, no one has access to personal data stored on the church office computer and the computer of the Treasurer.

## Protection of data

Without the explicit consent of the bearer of personal data, no data is made available to anyone; neither within the context of the Lutheran Church in Ireland nor beyond to external organisations or institutions.

## The right to be forgotten

In case of resigning membership from the Lutheran Church in Ireland, anyone's data is immediately deleted from the database records. If you wish to stay in contact without being a formal member you have to actively ask to stay on the records. The Lutheran Church in Ireland also keeps records in all cases that are mandatory by law. You can request at any time to be deleted from the database or a mailing list. In this case, please contact the office by email [info@lutheran-ireland.org](mailto:info@lutheran-ireland.org) or by phone +353 (0)1 676 6548.

## What will not be deleted?

All handwritten records in church record books regarding baptisms confirmations, weddings and funerals can not be deleted as they are lawful and mandatory records. Data in these cases contains names, names of parents, addresses, dates of the formal celebration, godparents and witnesses as well as the bible motto and the name of the person conducting the service / celebration. These books are kept by the acting Pastor and are securely stored and locked away. Single entries can be obtained upon request.