

SECULAR FRANCISCAN ORDER

PRIVACY POLICY

1. Introduction

The Secular Franciscan Order (OFS) is officially recognized ecclesiastical body. This Privacy Policy of the Secular Franciscan Order refers to the collecting and processing personal data for the purposes of the Order.

The following **Privacy Policy** will provide you with information about the personal information that is being collected, processed and used, as well as your rights regarding that information.

You entrust your personal data to us for the purposes of collecting data on our members, volunteers and participants in various events prepared by the Secular Franciscan Order as well as of visitors of our website ciofs.info, and our social networks pages.

Data controller is:

Secular Franciscan Order
Via Vittorio Putti, 4, Int. 6
00152 Rome, Italy
e-mail: ciofs@ciofs.info

If we use external service providers (data processors) to process your personal data, even then we are also responsible for the processing of your personal data.

2. Relevant Legislation

The following national and international legislation with regards to data protection and user privacy is relevant:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR)
- Legislative Decree No. 196 of 30 June 2003 (Code for the protection of personal data) and subsequent amendments
- Decree of Italian Episcopal Conference of 24 May 2018

3. The data we collect

We collect the following personal data:

Name and surname, e-mail address, address of residence, national fraternity, nationality, telephone number, place and date of birth, location and date of permanent profession, occupation, Church status, offices in Church, offices in Secular Franciscan Order, family status, personal skills, language skills, IP address, information about insurance, emergency contact, photo.

Persons over the age of 14 give their consent to the collection of personal data personally. Persons under the age of 14 require the consent of a parent or guardian to provide personal information.

4. The period for which the data will be stored

- a) Personal data category: members of the Secular Franciscan Order
Time: six years after the office is finished
- b) Personal data category: spiritual assistants
Time: three years after finishing the service
- c) Personal data category: guests and participants at the events
Time:
 - a. General Chapter: the data is stored permanently
 - b. Other events: the data is stored for one year after the event is closed
- d) Personal data category: web page and social media visitors
Time: six years since the visit

5. The purposes of data processing

There are several purposes of processing your data by OFS.

- a) Data necessary for communication and functioning of the Order in general

Secular Franciscan Order processes your personal data primarily for effective communication and for functioning of the Order that is present worldwide.

- b) Data necessary for organizing different events

Secular Franciscan Order organizes different events (chapters, congresses, seminars etc.) and the data is being processed for the purpose of organisation of such events.

- c) Statistical and demographical data

Since the Order is present worldwide, and is public association of the Christian faithful within the Catholic Church, we collect and process the data on our members, we process data on our members to have adequate information for our better information and better functioning.

- d) The use of photos in our publications

The photos of OFS members may be used in all our media: domain ciofs.info and its subdomains, *Gazette Vox Franciscana*, printed bulletins and editions, as well as social networks pages run by OFS.

6. The means of data processing

We process your personal data manually, and in part we also apply automated processes, e.g. to do annual statistical calculations. We can also do data processing and analysis which are processed in aggregated and anonymized form and cannot be linked to the concrete natural person.

The data that is being collected and processed proportionately to the needs of data controller.

7. The rights of the data subject

You have the following rights:

a) Right to access

You have the right to obtain confirmation from us whether or not your personal data is being processed and, if such personal data is processed, access to this data and the information in accordance with Article 16 GDPR.

b) Right to rectification

You have a right to obtain from Secular Franciscan Order, without undue delay, the rectification of inaccurate personal data including the right to complete incomplete data.

c) Right to erasure

You have a right to obtain from secular Franciscan Order the erasure of your personal data without undue delay, if there is an issue with the underlying legality of the data processing.

d) Right to be forgotten

You have the right to obtain from the Secular Franciscan Order the erasure of personal data without undue delay and the Order shall have the obligation to erase personal data without undue delay where applicable in accordance to the Article 17 GDPR.

e) Right to restriction of processing

You have the right to obtain from Secular Franciscan Order restriction of processing where one of the following applies:

- Accuracy of data is objected by data subject.
- Unlawful processing and data subject objects erasure of data and requests restriction instead.
- Data no longer necessary for the purpose but required by data subject to the establishment, exercise or defence of legal claims.
- Objection to further processing, pending verification of legitimate grounds to override those of data subject.

f) Right to data portability

You have the right to receive the personal data in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller

- if we process this data on the basis of the consent you have given us and which you can revoke and
- if processing is performed using automated processes.

g) Right to object

You have the right to object to the processing your personal data at any time on the following address: ciofs@ciofs.info.

h) Right against automated decision

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects.

i) Right to complaint

If you are of the opinion that we have violated the relevant data protection legislation during the processing of your data, please contact us to clarify the issue.

In any case, you have the right to lodge a complaint with the competent national supervisory authority.

j) Exercising the rights

If you want to exercise any of the above rights, please write to us at the following contact: ciofs@ciofs.info.

8. Data breach

If a breach of your personal data occurs, we will notify you and the competent supervisory authority no later than 72 hours after learning of the breach.

9. Changes to our Privacy Policy

This privacy policy may be subject to change from time to time, in line with legislation. We recommend that you check this page occasionally for any policy changes.