PRIVACY POLICY

ISC Privacy Policy

WHO WE ARE

We (or 'us') means The Ignatian Spirituality Course, operating under the aegis of the Society of Retreat Conductors (Reg charity 246045, Reg Company Limited by Guarantee 00221066).
The Society of Retreat Conductors registered address is St Mary The Virgin Church, 30 Bourne Street, London, England, SW1W 8JJ

The Ignatian Spirituality Course operates from The Jesuit Centre, 114, Mount Street, London W1K 3AH.

The Society of Retreat Conductors is the data controller responsible for your personal data in relation to the Ignatian Spirituality Course. The Course is operated under the aegis of the Society, and those administering the Course process personal data on behalf of the Society.

We are committed to protecting your personal information and privacy.

We may update this Privacy Policy from time to time so please check back periodically. We will notify you of significant changes by placing a notice on our website.

This Privacy Policy explains how we collect and use your personal information when you contact us, use our services or visit our website.

If you have any queries about this Privacy Policy, please contact us at: info@artsd.org.uk

YOUR PRIVACY

Everyone has rights with regard to the way in which their personal data is handled.

During our activities, we will collect, store and process personal data about people who apply to, participate in, support or volunteer with the Ignatian Spirituality Course, and we recognise that handling this

information correctly and lawfully is essential to maintaining trust and confidence in the organisation and supporting the effective running of the course. Your personal data is processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable data protection legislation. This policy and any other documents referred to in it set out the basis on which we will process any personal data we collect from you or that is provided to us by you or obtained from other sources.

OUR LAWFUL BASIS FOR PROCESSING PERSONAL DATA

We process personal information under one or more of the following lawful bases, depending on the circumstances:

- **to take steps at your request before entering into an agreement with you**, for example, when processing course applications;
- **where necessary for the performance of an agreement with you**, for example, to administer the course and fulfil our responsibilities to students, tutors and volunteers;
- **for our legitimate interests** in managing and improving the course, provided these interests do not override your rights and freedoms;
- **to comply with legal obligations** placed upon us; or
- **where necessary, with your consent,** which you may withdraw at any time. For example, we may ask for your consent before using photographs of you on our website or in course publicity.

We will only collect and use personal information where we have a lawful basis for doing so and where the processing is necessary and appropriate for the purposes described in this Privacy Policy.

HOW DO WE COLLECT PERSONAL INFORMATION?

We collect personal information when you contact us, visit our website, submit a course application or, on occasion, make a donation to support the work of the Ignatian Spirituality Course.

WHAT PERSONAL INFORMATION DO WE COLLECT?

The personal information we collect depends on your relationship with us.

We collect only the information needed for the purpose for which you are dealing with us. For example, applicants may provide contact details and payment information; tutors and volunteers may provide contact details relevant to their role; and referees provide their contact details when submitting a reference.

We may also collect information about how our website is used and track which pages users visit. We use this information to monitor and improve our website. Where possible we use anonymous or aggregated data that does not identify individuals. See further information about cookies below.

SPECIAL CATEGORY PERSONAL DATA

Some information that applicants or participants choose to provide may include special category personal data, such as information about health, disability, or religious or philosophical beliefs. We will only process such information where this is necessary and where an appropriate condition under data protection law applies.

COOKIES

Our website uses only essential cookies that are necessary for the website to function properly and securely. Because these cookies are strictly necessary, we do not require your consent to use them. We do not use cookies for analytics, advertising or tracking purposes.

HOW DO WE USE PERSONAL INFORMATION?

We use the personal information collected from you to administer course applications, communicate with applicants and participants, administer the course and, where applicable, process donations.
We do not currently use automated decision-making or profiling that produces legal or similarly significant effects on individuals.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We keep personal information only for as long as we reasonably need it for the purposes for which it was collected. We consider the nature and purpose of the information, our ongoing relationship with you, and any legal, accounting or regulatory requirements when deciding how long information should be retained.
In general:

- **Course applications:** information relating to unsuccessful applications will normally be deleted after the application process has been completed, unless there is a good reason to retain it for longer.
- **Students:** information needed to administer the course and maintain appropriate course records will normally be retained for as long as necessary for those purposes and for a reasonable period afterwards.
- **Tutors and volunteers:** information will normally be retained for as long as necessary for the person's role and for a reasonable period afterwards.
- **Financial information:** information relating to payments, fees and donations will be retained for as long as required to meet legal, accounting and regulatory requirements.
- **General correspondence and other information:** we will review information periodically and delete or anonymise it when it is no longer needed.

These are general guidelines and particular information may need to be retained for a longer or shorter period depending on the circumstances and any legal or regulatory requirements.

WHEN WE SHARE YOUR INFORMATION

We will never sell your data to any third party nor will we share your details with other entities for marketing purposes.
We may share personal information with the Society of Retreat Conductors, tutors and course administrators where necessary to run the course, and with service providers who support our IT, website,

email, payment and other administrative functions. We may also disclose information to professional advisers, regulators or public authorities where this is necessary or required by law.

We will only share information with other organisations where there is a lawful basis for doing so and where the sharing is necessary and appropriate for the purposes described in this Privacy Policy.

DATA SECURITY

The ISC is committed to keeping your personal information safe and secure and we have security policies and technical measures in place to help protect your information. We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. People who have access to personal data are required to follow appropriate confidentiality and information-security procedures.

WHERE YOUR DATA IS HELD

Depending on the purpose for which it is being processed, personal data may be held in our email, website, course administration and other cloud-based systems.

Some of the electronic systems we use may involve processing personal data outside the UK. Where this occurs, we ensure that appropriate safeguards are in place in accordance with UK data protection law.

HOW YOU CAN ACCESS AND UPDATE YOUR INFORMATION

The accuracy of your information is important to us.

Under UK GDPR you have the right to:

- access your personal information;
- request correction of inaccurate information;
- request erasure where appropriate;
- request restriction of processing;
- object to certain processing;
- request transfer of your data where applicable;
- withdraw consent where processing is based on consent;

- object to the use of your personal information for direct marketing.

If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: info@artsd.org.uk.

COMPLAINTS

If you are unhappy with our use of your personal data, we would encourage you to contact us in the first instance so we can attempt to resolve any concerns. Please see our complaints policy on our website for steps to take.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent regulator for data protection matters. Information about how to make a complaint is available on the ICO website.

QUERIES

If you have any questions about this Privacy Policy or wish to exercise your data protection rights, please contact:

Administrator
Ignatian Spirituality Course
info@artsd.org.uk

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