

Little Company of Mary Congregation CIO Privacy Notice - For those making prayer requests

Who we are

This CIO is the civil entity which manages the civil and legal affairs of the Congregational Leadership of the Sisters of the Little Company of Mary, an international, Catholic Religious Order of women. The object of the CIO is the advancement of the Roman Catholic religion through the religious and other charitable work for the time being carried on anywhere in the world by or under the directions of the Congregation of the Sisters of the Little Company of Mary as the Trustees, with the approval of the Congregational Leader, shall think fit.

The Little Company of Mary Congregation CIO (Charity) is committed to protecting and respecting the privacy of those who request our prayers. For the purposes of Data Protection legislation, the Charity is the Data Controller. This means it holds personal information about you which you provide in making your prayer request. The Congregational Leader has responsibility for ensuring that the Charity complies with all legal requirements of GDPR.

How we keep your information secure

- Your information is held in our Chapel, accessed only by Sisters of the Little Company of Mary
- In our electronic records to enable us to respond to your request.

How we use your information

We process personal data relating for those who request our prayers:

- In the case of prayer requests by members of the public, to enable the Sisters to respond as requested through their prayer intentions.

This personal data includes identifiers such as names and email addresses. It may also include sensitive personal data such as ethnic group, medical information and other, as you provide.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of our objects which is the advancement of the Roman Catholic religion through the religious and other charitable work, which is a function in the public interest. Your request for prayers and our response is one way we fulfil this object. The information is provided by you voluntarily and in making a request of us for prayers.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law requires us to.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of a legal obligation to which the Charity is subject.
- The disclosure is necessary to protect the vital interests of others

How long we keep your personal information

We only keep your information for as long as we need it to fulfil your request but for prayer requests this is most often in perpetuity or for as long as we are required by law to keep it.

Your rights

You have the right to:

- ask for access to your personal information;
- ask for rectification of the information we hold about you;
- ask for the erasure of information about you;
- ask for our processing of your personal information to be restricted;
- receive your data in a form allowing you to transit it to another data controller (portability);
- object to us processing your information.

Date created: March 2018
Review/revision: March 2020; May 2021
Year for review: 2024
Approved by: Congregational Leadership

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact:

The Congregational Leader
Little Company of Mary Congregation CIO
28 Trinity Crescent
Tooting Bec
London SW17 7AE

Tel: 0208 6820928
adminsecretary@lcm Sisters.org

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Congregational Leader and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

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