

# *Diocese of Hamilton in Bermuda*



## *Privacy Notice*

**Purpose:** This policy applies to and outlines the commitment of The Roman Catholic Diocese of Hamilton in Bermuda (“the Diocese”) in protecting the privacy and security of its member’s personal information entrusted to us in accordance with Bermuda’s Personal Information Protection Act (“PIPA”) and Canon Law.

### **Our Organization:**

The Roman Catholic Diocese of Hamilton in Bermuda is a religious organization serving the spiritual and community needs of its Catholic members. Our Diocesan Chancery Office is located at 2 Astwood Road in Paget and we operate six parish churches throughout Bermuda; St. Theresa’s Cathedral, St. Patrick’s Church, St. Anthony’s Church, St. Michael’s Church, St. Joseph’s Church, Stella Maris Church.

### **Information We Collect:**

We may collect and process the following personal information of our members:

- **Personal Information:** Name, Date of Birth, Gender and Marital Status;
- **Contact Information:** Address, Home/Work/Cellular Phone Number and Email Address;
- **Sacramental Information:** Baptism, First Holy Communion, Confirmation, Marriage and Death as required by Canon Law;
- **Financial Information:** Donation records, event registration or services payment information;
- **Health Information:** Health details for pastoral care and church events i.e. allergies, special needs;
- **Children’s Information:** Information relating to children who participate in our CCD (Sunday School) programs and other related events;

- **Photographs and Videos:** Photographs captured during church services, events and activities;
- **Security:** CCTV camera recordings for security purposes on our church premises.

### **How We Use Your Information:**

Your Information is used as follows:

- **Communication:** Information about church news, events, registrations, activities through our church bulletins, email and other social media communications;
- **Spiritual and Pastoral Care:** Conducting religious Masses or services, providing spiritual guidance and maintaining sacramental records as required by Canon Law;
- **Events:** Organizing and managing church events including registrations and arrangements for such events;
- **Management of our Membership:** Maintaining records of our church members and their sacramental data in accordance with Canon Law;
- **Donations:** Recording and acknowledgement of donations for stewardship purposes;
- **Legal and Compliance Requirements:** Fulfilling our legal and regulatory requirements, including financial reporting and safeguarding.

### **Sharing of Your Personal Information:**

We do not sell or release your personal information. However, we may share your information under the following circumstances:

- **Service Providers:** In a restricted and absolute necessary manner, third-party service providers who assist us in our operations, such as IT services and event managers;
- **Legal Obligations:** With legal authorities if we are required to respond to legal inquiries or processes.

### **Your Rights Under PIPA:**

- **Access:** Members can request a copy of their personal information held by the Diocese;
- **Correction:** Members can request correction of their inaccurate or incomplete personal information;

- **Erasure:** Members can request the erasure of their personal information, subject to legal requirements and Canon Law;
- **Withdrawal of Consent:** Where members have provided consent for the processing of their information, they can withdraw it at any time, subject to legal requirements and Canon Law;
- **Right to Object:** Members can object to the processing of their information under extenuating circumstances.

To exercise any of these rights please contact the Chancery Office at [orcbermuda@gmail.com](mailto:orcbermuda@gmail.com)

**Data Breach Notification:**

In the event of a data breach, the Diocese will notify affected members and the relevant authorities as required by law.

**Review and Updates:**

This Privacy Notice will be reviewed annually and updated as necessary to reflect changes in PIPA Legislation or the Diocese's operations, and posted on our website, notified to you by email or other means of communication.

**Privacy Contact Information:**

For any questions, concerns or requests regarding your personal information or this Privacy Notice please contact the following:

**Mrs. Nelia Pimentel – Assistant to the Bishop**  
**2 Astwood Road, Paget DV 04, Bermuda**  
[orcbermuda@gmail.com](mailto:orcbermuda@gmail.com)  
**(441) 232-4414**

**The Roman Catholic Diocese of Hamilton in Bermuda is dedicated to respecting and protecting your privacy and ensuring that your personal information is always protected.**