

Privacy Policy – People who join us

For enquiries to join the Columbans in any of the following:

- Ordained priesthood
- Columban Lay Mission
- Columban Faith in Action programme
- Columban Invitation to Mission programme
- Employment or volunteer opportunities

a. What personal data is collected?	We collect the following personal data from you when you enquire about opportunities to join us. First Name Last Name Home address Email Telephone
b. Do you collect any special category data?	Not at the enquiry stage. Each opportunity to join has an application process with a bespoke privacy policy.
c. How do you collect my data from me?	You contact us with your interest in joining.
d. Is any other data about me collected indirectly?	No.
e. Is any data collected when I used your website?	Cookies are small pieces of data that are stored on your computer or other device when a website is loaded in a browser. When you first visit our website, we invite your consent to use 'third party' cookies to analyse how visitors are using the website so that we can improve the website and give you a better experience. We use Google Analytics for this purpose and data is collected anonymously.
f. How do you use my personal data? And how do you justify it?	We use your personal data to process your enquiry. Your data is processed on the basis of legitimate interests and in your interests, as we have to process your personal data in order to respond to your enquiry.
g. Do you share my data with any other organisations?	Data provided with your enquiry will not be shared with any other organisation.
h. How long do we keep your information?	The retention period will vary according to the nature of the purpose under which the information is held. For general enquiries, unless you request otherwise, we will retain your information for the duration of your enquiry and afterwards for up to one year in case you decide to renew your enquiry at a future date.