

# ACCORD

Accord N. Ireland Catholic Marriage Care Service  
First Floor, 68 Berry Street  
Belfast, BT1 1FJ



**ACCORD Northern Ireland Catholic Marriage Care Service ('ACCORD')** is a voluntary organisation operating in Northern Ireland that aims to promote a deeper understanding of Christian marriage, and to offer individuals and couples the means to safeguard and nourish their marriage and family relationships.

We work directly with you to offer marriage preparation courses. We respect your privacy and are dedicated to ensuring that the support and services we provide, reflect our commitment to treat all information shared with us with the utmost respect, sensitivity and confidentiality.

## **What information does ACCORD collect about me and why?**

ACCORD collect the following essential information so that we can process your booking request for a marriage preparation course: -

- Name;
- Contact Information (email and telephone);
- Date of Birth
- Special dietary requirements

Additional information on your nationality; religion; education & occupation is collected on a voluntary basis. This information is then anonymised so that it is not linked to your name, address or any other identifying information and is used solely for statistical analysis and research as part of strategic planning for future course delivery.

Your debit or credit card information is not retained by ACCORD; it is securely transferred to Realex Payments - a secure online payments provider.

## **What is the legal basis for processing my personal data?**

We rely upon our legitimate interests as a charitable organisation, compliance with our legal obligations and in extreme scenarios, to safeguard and protect an individual's vital interests as the legal basis for processing your personal data.

## **Who has access to my records within ACCORD?**

Your data is treated in the strictest confidence. Access to the essential information that is collected to process your booking is limited to authorised personnel only, (specifically an authorised officer from the Regional Office or the Facilitators responsible for delivering the course).

## **How long does ACCORD store my information?**

ACCORD hold your basic information for 1 year. This is due to the fact that bookings are often made in the current year for a course the following year. This also applies for general course transfers.

## **Does ACCORD share my information with outside third parties?**

We collaborate with our affiliated companies in the Republic of Ireland, (Accord CLG & Accord Dublin CLG) on issues of service delivery, quality assurance and pastoral care. We do not share your personal data with any third parties unless one of the following conditions apply:

- (i) you have provided your explicit consent;
- (ii) a disclosure to a third party such as a Court or Tribunal, a government department or agency, the Police/ Gardaí is required in accordance with the law for example: in pursuit of justice in the prosecution of a criminal offence;
- (iii) there is a real risk of harm to you or any individual or child.

## **Is my personal data transferred outside of the European Economic Area?**

We operate throughout the island of Ireland but we do not transfer any personal data information outside of the European Economic Area ("EEA"). Anonymised research material may be available to third level institutions outside the EEA including, but not limited to, the USA or Canada.

## **What legal rights do I have in relation to the personal data held about me by ACCORD?**

You have the right to view the personal information which we hold about you. You can contact us by telephone, letter or email if you wish to examine what we hold about you. We will require written verification of your request and identity. Every request will be considered carefully by ACCORD.

You can also contact us if you believe that any information we have collected is incorrect or incomplete. Steps will be taken to correct any inaccurate information that we hold.

There is no charge to access this information and a response will be provided within one calendar month.

If we are processing your information in accordance with our legitimate interests, you can object to further processing.

## **How can I contact ACCORD if I have any questions about how it handles my personal data?**

If you require any further information on this notice or data protection within ACCORD please contact our Privacy Officer: -

*The Privacy Officer*

*Accord N. Ireland Catholic Marriage Care Service*

*Regional Office: First Floor, 68 Berry Street*

*Belfast*

*BT1 1FJ*

*Tel: 028 9023 3002*

*Email: [privacyofficer@accordni.com](mailto:privacyofficer@accordni.com)*

Please note that legal responsibility for all decisions regarding the purpose and means of

processing personal data rests with the 'Data Controller'. ACCORD Northern Ireland Catholic Marriage Care acting through its Board of Directors is the Data Controller.

## **What can I do if I wish to make a complaint?**

We are committed to finding a fair and lawful resolution to any problems or complaints which arise in the course of data processing. Please report any concerns you have to our Privacy Officer using the contact details below.

If your complaint cannot be resolved by ACCORD or if you feel that it has not been resolved to your satisfaction, you have the right to complain to the Information Commissioner's Office.

Further information can be found online via [www.ico.org.uk](http://www.ico.org.uk)

ACCORD Northern Ireland Catholic Marriage Care Service, registered as a company limited by guarantee in Northern Ireland under company number: NI627165. Registered Company Address: First Floor, 68 Berry Street, Belfast, BT1 1FJ. Registered Charity Number: NIC102332.