

GENERALATE
CONGREGATION OF THE RELIGIOUS MISSIONARIES OF ST. DOMINIC
INTERNAL REGULATION ON DATA PROTECTION

I. Purpose

The Internal Regulation on Data Protection of the Generalate of the Congregation of the Religious Missionaries of St. Dominic aims:

1. To treat and protect the personal data of members and former members of the Congregation in order to guarantee their right to the protection of their personal data. Personal data refer to any information concerning an identified or identifiable natural person.
2. To apply the current International and European regulations and the General Decree of the Italian Bishops' Conference regarding the data protection of natural persons within the ends and activities of the Generalate.
3. To establish norms related to the purposes and procedures in the processing of personal data in regard to collection, conservation, modification, consultation, communication and cancellation of the same.

II. Principal obligations

1. The members of the Congregation are obliged to provide the necessary personal information, for the correct identification and management within the Congregation, in accordance with the obligations and limits set by law.
2. The persons responsible of handling the data must adopt internal policies and apply sufficient measures to guarantee compliance of the data protection principles since its creation in accordance with the current International, the European Union (EU) and the Commonwealth of Independent States (CIS) regulations.
3. Those in charge of treating or processing the data will apply the indispensable guarantees to protect the rights of the interested parties.
4. The persons in charge are bound to comply with the rights of the member and the former member of the Congregation provided by the laws that regulate them.

III. Processes

1.- Collection:

1. The first collection of personal data by the Generalate is done at the moment of admission to the Postulancy. CDC 645
2. At that moment a personal information form is sent from the Generalate to the interested party, as well as an authorization form to obtain consent for the processing of the data.

This form contains:

- The request for the following personal information: Full name, date and place of birth, name of father and mother, number of siblings, date and place of baptism, confirmation and entrance to the Postulancy, educational attainment or academic degree, spoken languages and identity card and / or passport.
- The authorization, signed by the interested party, granted to the Religious Missionaries of St. Dominic, for the collection, conservation, consultation, modification, communication and cancellation of their personal data in any format: computerized, hard copy or analogue format, necessary for the fulfillment of the ends of the Institute according to its own law, the Internal Regulation on Data Protection and the compliance with legal obligations.
- The Postulant's signature, date and place.

This form must be sent back to the office of the General Secretary in Rome together with the original copies of the Baptismal and Confirmation certificates and the authenticated birth certificate and two passport-size photos. (See PGF annex 1)

3. At the time of the First Profession, a photo is requested which will be added to her personal file; and the date and place of the First Profession is recorded. At the time of the Perpetual Profession, the date and place will be added.
4. Each year assignments to the Community, acquired institutional or professional responsibilities and attained academic degrees will be added to the said file.
5. The file must record the special permissions of absence or exclaustation, if any.
6. Letters or other personal communications received in the Generalate will be treated with absolute discretion and for the purposes for which they are sent.

2.- Conservation:

1. The conservation of personal data is subject to the concept of privacy to guarantee the rights of its members and former members, as well as the concept of utility to serve the purposes of the Congregation.
2. The collected data is written on paper in the personal folder.
3. In addition, they are recorded in digital format Fideper which contains the personal file with the information already mentioned in section II 2, 3 and 4.
4. This computer program allows the elaboration of different types of lists: of all the sisters, ages... etc and other possibilities that are necessary for internal use in the Congregation.
5. Paper Records are kept in the Generalate Archive and are updated periodically. Access to the Archives is reserved for the General Prioress and the General Secretary. Access could be given to sisters collaborators of the Archives under the authorization and responsibility of the General Prioress with her Council through the General Secretary, considered as persons authorized for the treatment granted.
6. The digital Records are stored in the Data Program of the Office of the General Secretary which is kept in a server or storage.

3.- Modification:

1. A Sister can request the correction of inaccurate information in order to correct the error or update the existing data. In this case, she must contact the General Secretary in writing and request such correction, corroborating it with her signature.
2. It is prohibited to make any modification of the existing data in the Archives and in the Digital Data Program if such modification does not correspond to the principle of accuracy.

4.- Consultation:

1. The person in charge of data protection is the Prioress General and her Council, who approve the Internal Regulation on Data Protection of the Generalate and they can introduce corrections to update, improve or adapt to the new official internal and external regulations.
2. The person in charge of data processing is the General Secretary. She can have a sister assistant in the office of the Secretary, as an authorized person for data processing, which will be under the responsibility of the General Secretary.

5.- Communication:

1. In order to comply with the ends of the Congregation, the Generalate may share personal data of the members or former members of the Congregation with the Provinces, Delegations and affiliate Houses of the Congregation, ensuring through the Sisters responsible and in charge of the Provinces or Delegations, the personal rights related to data protection. Sharing of information is necessary:
 - a) To comply with nos. 70, 84 and 91 of the Constitutions, the Annexes 4, 6 and 10 of the PGF for admission to the Novitiate, to the Temporal Profession and to Perpetual Profession.
 - b) To comply with nos. 99 to 108 of the Constitutions, referring to permission of absence, exclaustation, secularization or expulsion of a member.
2. The personal data of the members and former members of the Institute which are treated or protected in the Generalate cannot be transferred to third parties for commercial purposes.
3. In accordance with the current regulations regarding legal obligations, the Generalate is obliged to communicate personal information in order to:
 - execute a contract in which the interested person is a party,
 - comply with a legal obligation to which the person responsible or in charge for the treatment is involved,
 - protect the vital interest of the interested party or another person
 - carry out a function set forth in favor of public interest or in the exercise of civil authorities granted to the person in charge of processing,
 - adopt the necessary treatment for the achievement of the legitimate interests pursued by the person in charge or by a third party.

4. Within the limits of privacy and the ends of the Congregation, some personal information may be used in institutional publications such as the Congregation's Website, brochures, books, etc.
5. To consult the General Archive of the Congregation in Rome by a member of the Congregation, she should contact the General Secretary and request the desired information. The publication of the obtained information is ruled by the general regulations to ask authorization from the General Prioress.
6. Requests from persons who are not members of the Congregation, a written authorization from the General Secretary, after consulting the Prioress General and her Council, is needed.
7. For external consultations, the part of the Archive that contains the personal information of the Sisters will not be granted normally, and depending upon the judgment of the person responsible, until 15 years after her death.

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