

**SOCIETY OF AFRICAN MISSIONS**  
**GENERAL DATA PROTECTION REGULATIONS (GDPR) 2018**



**PRIVACY NOTICE FOR PUBLIC ATTENTION**

The Society of African Missions is committed to implementing the Regulations which came into effect May, 2018, by respecting and protecting any personal data which it may hold.

We will do so by:

1. Striving always for best practice regarding data protection
2. Communicating our policies and practices with everyone within the SMA or associated with the SMA
3. Requesting your permission to hold the personal data that you share with us
4. Ensuring that the information so requested is necessary, relevant and accurate
5. Storing the data securely both in manual storage or on computer and only for as long as is necessary
6. Limiting access to it by using the '*need to know*' system and implementing strict access policies such as encryption technology
7. Not sharing it with any individual, group or organisation unless legally required to do so
8. Processing any request that you might make about your data in a timely, clear and courteous manner in compliance with legal requirements
9. Dealing promptly and correctly with any data breaches.

The Society has appointed a Data Protection Administrator: please contact her should you have any queries

**Thora Mac Mahon**

**Data Protection Administrator**

Phone: 021 4616305

Email: [compliance@sma.ie](mailto:compliance@sma.ie)

**Compliance Office, Blackrock Road, Cork T12 TD54**