



## Terms and Conditions

### Contents

1. Who we are
2. General terms of use
3. Continued Use
  - 3.1 Data Protection (GDPR) 2018
4. Data Collected
5. Data Processing
6. Categories of Personal Data
7. The Recipients of the Data
8. Personal data to a third country or international organisation
9. How long will the personal data be stored
10. Data Subject's Rights
11. Lodging a Complaint
12. Other web sites
13. Cookies
14. Security

Approved by the Trustees on: 25<sup>th</sup> September 2025

These Terms and Conditions together with the SMA's Privacy Policy will be reviewed as often as is required and may be amended from time to time.

**Disclaimer:** *This document does not represent legal advice or purport to be a legal interpretation of legislation or regulation. Whilst every effort is made to ensure that information is accurate, responsibility cannot be accepted for any liability incurred or loss suffered as a consequence of relying on material published herein. Appropriate professional advice should be taken before acting or refraining to act on the basis of the document.*

## 1. Who we are:

The Society of African Missions (SMA)

Blackrock Road

Cork, T12 TD54

T: (021) 4292871

E: [info@sma.ie](mailto:info@sma.ie)

The SMA is committed to protecting your privacy. Please see the link to our Privacy Policy on the home page of the SMA website. The Privacy Policy explains our data processing practices and your options regarding the ways in which your personal data is used.

If you have any requests concerning your personal information or any queries with regard to our processing please contact the SMA Data Protection Administrator (DPA) on [compliance@sma.ie](mailto:compliance@sma.ie) or at 083-3319755.

## 2. General terms of use

Please read the following terms of use carefully. By using this website and its related services, you acknowledge that you have read the terms of use and that you accept and will be bound by them, as they may be modified by the SMA from time to time, as posted on this website. If you do not agree to the terms of use, you may decide not to use this website.

## 3. Continued Use

**3.1 Data Protection (GDPR) 2018:** We would like to continue sending you occasional marketing messages. If you no longer wish to receive our information or have information stored please email: [orders@sma.ie](mailto:orders@sma.ie) with 'Remove' in the Subject of the email.

## 4. Data Collected

The SMA website ([www.sma.ie](http://www.sma.ie)) collect details provided by you for the purpose of processing orders and service requests placed via the SMA website. Please note that all data collected is solely used in accordance with our privacy policy. As per Data Protection (GDPR) 2018 Regulations, the SMA do not hold any financial or card number details on our systems or anywhere else. For the purpose of fulfilling online orders, we collect information regarding transactions you undertake, including name, address and notes pertaining to order (if applicable). Our payment gateway provider Stripe processes transactions on our behalf and stores this information on our behalf-we do not store this information.

The SMA also collect data when you place orders online (Missionary Association Cards (MAC)) The nature and extent of the data collected is variable, and often very limited. Nonetheless, we consider all data protected.

## 5. Data Processing

The SMA may also collect data (name and email address) for periodic newsletters to keep you informed of upcoming news, events and products which may be of interest. This data is collected at the point of 'sign-up'. Those who have chosen to subscribe to this service can unsubscribe at any time.

We may also use your contact details to communicate with you. We may use your information to send you news about our upcoming events, Novenas, products and services which we think may be of interest. In an effort to improve donor experience and service we monitor all traffic to the SMA website and site usage.

## 6. Categories of personal data

The SMA collects the following information in order for the purpose of processing orders:

- Name
- Address
- Email address
- Telephone number

The SMA gathers statistical and other analytical information collected on an aggregate basis of all visitors to our website. This data comprises information that cannot be used to identify or contact user, such as demographic information regarding, for example:

- User IP addresses
- Browser types
- Anonymous statistical data involving the use of our website

This information is solely used to gain a more informed understanding of how our website is being used and to make our websites more relevant to our users.

Note – The SMA Website uses session cookies, Cookie consent is obtained either explicitly or implicitly requested via an opt-in or email message.

The SMA receives personal data through the following means:

- Parish/Client Form
- Through contractual negotiation and agreements
- Corresponding through email or phone.

## 7. The Recipients of the Data

The recipients of the data are the SMA members and staff who process the data only in the ways that have been defined in purposes and legal basis of the processing. Each staff member of the SMA have been trained in the importance of GDPR and all of our Data Protection Policies approved by the SMA.

## 8. Personal data to a third country or international organisation

The SMA will not disclose Personal Data to third parties unless the SMA has consent to do so or unless the third party is required to fulfil a contracted task (e.g. data entry in such circumstances,

the third party will have a data processor agreement signed to adhere to GDPR) The SMA will disclose Personal Data if it is believed in good faith that the SMA are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order, or other statutory requirement.

### **9. How long will the personal data be stored for:**

The SMA will retain personal data for the following reasons (only exception to these reasons are if the SMA is required or permitted by law to hold onto the information a specific amount of time):

Data that is required in order to perform a contract, will be held on the SMA's system for the period necessary or until the completion of a contract.

For business interests (as defined in purposes and legal basis of the processing) Data that is no longer deemed necessary or if the donor requests their data to be removed, will be deleted from our system.

When personal data is deemed no longer necessary, it will be removed and deleted in a correct manner.

### **10. Data Subject's Rights**

Those affected by the SMA privacy policy have the following rights:

- Right to access: the right to request, access and copy of the personal information the SMA is holding. A copy of personal data will be charged at no cost. Any access requests will need to be requested in writing or email. Evidence of identification will be required as this makes sure that the personal information is not given to the wrong person. The timeframe for the information to be given to the donor is laid out in our Data Protection, Data Subject Access Request Policy and is in accordance with the Data Protection (GDPR) 2018 Regulations.
- Right to rectification: the right to have personal data rectified if it's incorrect, out of date or incomplete.
- Right to be forgotten: the right to withdraw consent given to process data and the right to request the SMA delete personal data from the SMA's system (only exception to this is the SMA compliance with any legal obligations or if the data is required for any legal claims)
- The right to object how the SMA uses the personal data received (e.g. marketing purposes).

*Note – Withdrawal of consent will lead to the SMA being unable to provide access to all or parts of the services the SMA provides to those who are affected by these Terms & Conditions and our Privacy Policy).*

### **11. Lodging a Complaint**

Any complaints on how the SMA uses personal data can be sent to the Data Commissioner's office. More information can be provided on their website: [www.dataprotection.ie](http://www.dataprotection.ie)

### **12. Other web sites**

Our website may contain links to other websites. Please note that these sites are outside of our control and not covered by our Privacy Policy. If you access other sites using the links provided, the

operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

## 12. Cookies

“Cookies” are small pieces of information sent by a web server to a web browser, which enables the server to collect information from the browser. The SMA website uses cookies to improve navigation and to enable traffic monitoring. Non-registered visitors of the site may be sent anonymous cookies to keep track of their browsing patterns and build up a demographic profile.

Whilst you do not need to allow your browser to accept cookies in order to browse much of our website or to access many of our services, you must have cookies enabled if you wish to access any areas reserved for registered users. Most browsers allow you to turn off the cookie function. If you want to know how to do this, please look at the help menu on your browser. As described above this will restrict the services you can use on our website.

## 13. Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place professional physical, electronic and managerial procedures to safeguard and secure the information we collect online.

**END**

Version	Date approved by the Trustees	Description: New/Review/Amendments	Owned by	Created/Modified by
1.0	Minor Amendment.	Input change of contact details for the DPA. Feb 2026	Trustee, Communications & Publications office	Compliance Office
1.0	25/09/2025	New	Trustee, Communications & Publications office	Gerry Forde, Communications & Publications office and the Compliance office