

## **Basilica Cathedral Privacy Policy**

### **Closed Circuit TV, Livestreaming, Surveillance, Website and Data Collection Privacy Notice**

**This privacy notice was updated on 18 February 2021**

This document explains what to expect when the Basilica Parish, the Archdiocese of St. John's, and the Basilica Heritage Foundation collect static or moving imagery via its live-streaming and Closed Circuit TV systems, when you visit and pass through the Basilica Cathedral or the offices of the Basilica Parish and the Archdiocese of St. John's, or when you visit the website of the Basilica Heritage Foundation, Inc.

#### **Materials**

Any photographs, documents, video clips, graphic designs, textual content or other materials on the website of the Basilica Heritage Foundation Inc. may not be used by any corporation or individual without the express written consent of the Basilica Heritage Foundation Inc.

#### **Consent**

In your use of this site, you agree to be bound by this Privacy Policy. When you submit information via this site you consent to the collection, use, disclosure and storage of such information in accordance with this Privacy Policy. Additionally, you may receive e-mails from us from time to time informing of the work of the Basilica Heritage Foundation and its activities.

#### **Links on this Website to Other Websites**

The Basilica Heritage Foundation's website may contain links or references to other or external websites and to digital content which is the property of other entities. We do not control external websites and this Privacy Policy only applies to the present website. Please read the Privacy Policy of all websites you choose to visit.

#### **Information Management**

This website may collect information from its visitors by permitting you to communicate directly with us via e-mail. Some of the information you submit may personally identify you, such as your name, address, e-mail address, telephone number, etc. You therefore consent to us using this information to contact you in relation to your inquiries. We may also collect static or moving imagery via CCTV or surveillance systems. We will only ever use your information in line with applicable data protection laws, including laws of the Parliament of Canada and the House of Assembly of Newfoundland and Labrador.

#### **Why?**

We are committed to protecting your safety and security, as well as your personal information, whenever you visit us.

#### **Where are the cameras?**

We collect video imagery with sound via livestreaming and CCTV cameras and surveillance devices located in public locations of the Basilica Cathedral, the offices of the Archdiocese of

St. John's and the Basilica Parish, the Episcopal Library, and other public areas of the complex.

## **How is video information used?**

The lawful justification for collecting imagery is that there are **legitimate interests** to do so. We may use the imagery for a number of purposes, including:

- Livestream broadcasting of daily Masses and other liturgies which take place in the Basilica Cathedral;
- Extracting video clips of the livestream broadcast during the times of Masses and liturgies and other events in the Basilica Cathedral and posting these for public viewing on YouTube and other social media channels;
- Maintaining the safety and security of our staff, congregations, supporters, and visitors;
- Supporting the effective management of the Archdiocese of St. John's, the Basilica Parish and the operations of the Basilica Heritage Foundation;
- Investigating incidents, and/or
- In response to an Access Request.

## **Who will see it?**

Your information is kept confidential within the Basilica Heritage Foundation and our trusted service provider/third parties, except where disclosure may be required by law, e.g. to the Police or government bodies, or in response to a request or a complaint.

Imagery is retained in a secure environment, and it may only be handled and used by the following people to maintain a safe, secure and efficient operation:

- The Pastor, Basilica Parish, and Basilica Parish Staff
- The Business Manager, Archdiocese of St. John's, and Staff of the Archdiocese
- The Executive Director, Basilica Heritage Foundation Inc.

## **How long will it be kept?**

Our livestream system of television cameras may digitally retain information for up to 12 hours before it is automatically deleted. Our security and CCTV systems digitally retain information for up to 30 calendar days before it is automatically deleted. Imagery required for investigative or evidential purposes (e.g. investigating a complaint) may be retained beyond that period, but it will be securely disposed of, upon completion/conclusion of that purpose.

## **Your data rights**

You have the right (where appropriate) to:

- Access your personal data, if it still exists given the limits under which our systems record data (as described above), by making an Access Request
- Rectification, erasure or restriction of your information if such has been collected
- Object to the processing of your information

To exercise your data rights please contact The Basilica Heritage Foundation at The Basilica Heritage Foundation Inc., 200 Military Road, St. John's, Newfoundland Canada A1C 2E8 (709) 726-3660 or e-mail: [bhf.inquiries@thebasilica.net](mailto:bhf.inquiries@thebasilica.net)

## **What if that's not good enough?**

Should you find our response unsatisfactory, you always have the right to lodge a complaint with the Office of the Information and Privacy Commissioner of Newfoundland and Labrador.

You can find more information regarding the complaints process on the Commission's website at: <https://www.oipc.nl.ca/contact>

## **Changes to this privacy notice**

**We commit to regularly review this privacy notice and place any updates here.**

The Basilica Heritage Foundation, Inc.

18 February 2021