**Privacy and data protection policy**

In compliance with the principle of transparency and duty of information established by the General Data Protection Regulation (EU) 2016/679, the Curia Generalizia Agostiniana proceeds to inform data subjects about the circumstances and conditions of the processing of their data, as well as their rights.

Who is responsible for processing your data?

Identity: Curia Generalizia Agostiniana

For what purpose do we process your personal data?

At the Curia Generalizia Agostiniana we process the personal data of the interested parties for the following purposes:

* Manage the relationship with our staff, volunteers, religious, collaborators and clients.
* Ensure the safety of people, goods and facilities.
* To answer the queries made by users through the contact form on our website.

How long do we keep your data?

The personal data will be kept for the time necessary to fulfil the purpose for which it was collected and to determine any responsibilities that may arise from such purpose and from the processing of the data.

What category of data do we collect?

The following categories of data are processed by the Curia Generalizia Agostiniana, as appropriate to each of the interested parties: Identifying data: name and surname, address (postal and electronic).

What is the legitimacy of the processing of your data?

The legal basis for the processing of your personal data will be related to the purpose for which the data was collected. In this sense, the processing of your personal data will be legitimised by some of the following conditions:

* The execution of the contract for the provision of services.
* The fulfilment of a mission carried out in the public interest.
* Consent given by clear affirmative action on the part of the data subject.
* The fulfilment of a legal obligation.

To which recipients will your data be communicated?

In general, personal data will not be communicated to third parties, unless legally required to do so.

There are no plans for international data transfers.

What are your rights when you provide us with your data?

Any person has the right to obtain confirmation that at the Curia Generalizia Agostiniana we are processing personal data concerning them.

Data subjects have the right of access to their personal data, as well as the right to request the rectification of inaccurate data or, where appropriate, to request their deletion when, among other reasons, the data are no longer necessary for the purposes for which they were collected. In such cases, the Curia Generalizia Agostiniana will inform each of the recipients to whom the personal data have been communicated.

Under certain circumstances, data subjects may request that the processing of their data be limited, in which case we will only keep them for the exercise or defence of any claims.

In certain circumstances, and on grounds relating to their particular situation, data subjects may object to the processing of their data. The Curia Generalizia Agostiniana will cease to process the data, except for compelling legitimate reasons or the exercise of defence against possible claims.

They shall also have the right to withdraw their consent at any time, without this affecting the lawfulness of processing based on consent prior to withdrawal.

The interested parties will have the right to receive the personal data concerning them, which they have provided to the Curia Generalizia Agostiniana, in a structured, commonly used and machine-readable format.

To exercise the rights mentioned in the previous sections, users may send a written communication to the registered office of the Curia Generalizia Agostiniana.

We also inform you of your right to lodge a complaint with the competent supervisory authority if you consider that your rights are not being respected in the processing of your data.

What security measures are in place?

The Curia Generalizia Agostiniana informs you that it has implemented the necessary technical and organisational security measures to guarantee the safety of your personal data and to avoid its alteration, loss and unauthorised processing or access.

The Curia Generalizia Agostiniana has also established measures to reinforce the confidentiality and integrity of information in its organisation. It continuously monitors, controls and evaluates processes to ensure respect for data privacy.