

Fundraising Manual Mulranny Day Centre Housing CLG -trading as St Brendan's Village March 2024

Mulranny Day Housing Centre CLG Trading as St. Brendan's village

What we do

St. Brendan's Project started in Mulranny, Co. Mayo in 1984 and set out to address the need for all our citizens, no matter how old or disabled, to have the opportunity to stay in their own area, if that was their wish. Why should someone have to leave where they had spent the most or all of their lives just because they are older and no longer able to look after themselves in their own community? Newly appointed GP Dr Jerry Cowley found that large numbers of older people lived alone in isolated areas and many were experiencing loneliness. Together with the local community he set up a voluntary Day Centre in 1984 as a bridge to this isolation and loneliness. Over time when those older people lost the ability to live alone, they were obliged to move to a faraway institution in Castlebar or Westport where they knew no one and lost heart and died far from everything and everyone who was familiar to them. They returned to their community in a box. The not-for-profit charity company Mulranny Day Centre Housing CLG was then set up by our voluntary committee to construct a Voluntary Housing scheme composed of 16 houses and a Caretaker's Unit in 1984. Not alone did this development stop the sad silent migration of older people to faraway institutions but it actually reversed it with a number of people returning to Mulranny to experience a new lease of life. Publicity surrounding the housing project at St Brendan's Village increased the number of enquiries from abroad. This in turn led to Dr Cowley setting up the Safe Home Programme in 2000 which has to date assisted the permanent repatriation of 2,260 long term Irish emigrants all over the Irish state. They returned to areas as near as possible from where they came originally, with help from the Irish government Department of Foreign Affairs Irish Abroad Unit.

1998 was the realization of a dream when the 40 bedded St. Brendan's High Support Unit became a reality. When people can no longer live in our community or in our low support houses, they still have the opportunity to stay locally no matter how frail or disabled they are. A

continuum of support is provided in St. Brendan's, with a greater degree of care available for those who need it, so preserving personal independence, dignity and personal autonomy as much as possible. We strive for the best individual care and support for all of the residents of our Unit, whilst giving our residents the maximum independence possible at every stage of wellbeing. We believe in freedom of choice for our residents with the maximum possible

personal control of one's life at all times. By our community doing something which was worthwhile for those who didn't have to leave or returned, our village was saved. Our St Brendan's village is the biggest local employer for over 26 years ensuring many more find work locally. We were reduced to 24 beds but now we are awaiting sanction from HIQA to open another two long term rooms bringing us to 26 single rooms.

Governance

A governance code is issued by the Charities Regulator under section 14(1)(i) of the Charities Act 2009, to encourage and facilitate the better administration and management of charitable organisations. It is intended to provide support to charity trustees to meet their legal duties, by putting in place systems and processes which focus on advancing the charitable purpose and providing a public benefit and ensuring charities are managed in an effective, efficient, accountable and transparent way.

There are six basic principles of the Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland (www.governancecode.ie):

- Advancing the charitable purpose of the organization:
- Behaving with integrity
- Leading people
- Exercising control over the organisation's funds, assets and resources: reducing risks
- Working effectively
- Being accountable and transparent

We have reviewed and accepted all of the above principles at Board and Management level. It is the duty and responsibility of the Board and the Executive to ensure that the operation and adoption of the above principles is undertaken across the organisation.

The checklist will be revisited as a Board meeting agenda item annually as well as a management item annually and we are required need to resubmit our public statement of compliance every three years.

Commitment to Highest Standards of Governance and Complete Transparency

St. Brendan's is committed to complete financial transparency. We make our annual reports available for you to review.

We fully comply with the legislation governing Irish charities and with the relevant regulatory frameworks. Brendan's demonstrates openness, transparency and integrity to our beneficiaries and donors operating to the Charities Institute Ireland [Triple Lock Standards](#) - transparent reporting, good fundraising and governance. [Charities Regulator Number](#) :

We value all of our supporters - from individuals who make deeply personal, private donations to our corporate partners whose efforts are essential. We use the valuable funds provided in the most cost-effective way possible.

Governance code

Corporate Governance is simply transparency and compliance with the Charity Commission regulations. Corporate governance is a term that refers broadly to the rules, processes, or laws by which businesses are operated, regulated, and controlled. Governance of an organisation is an ongoing endeavour and the basic principles need to be adhered to on an ongoing basis and is the overall responsibility of each and every staff member from the Board of Directors/Trustees down.

Good governance matters not only because it promotes compliance with the law but also because it has a strong bearing on the organisation's effectiveness in achieving its mission.

Legal Structure

In common with many, if not most, charitable organisations in Ireland, St. Brendan's is structured as a private company limited by guarantee and registered under Part 18 of the Companies Act 2014.

Advantages of this structure is that St. Brendan's has a separate legal identity and limited liability and reflects the fact that the organisation has no shares, no possibility of a profit and

no required distribution of assets to members in the event of a winding up. All companies are required by law to have a constitution. Our constitution is attached to this manual.

Charitable Status

St. Brendan's is also registered as a charity. The charity number is: 20043063

Registration as a charity means the company is governed by charity-specific legislation (primarily the Charities Act 2009), can avail of beneficial taxation breaks and undertake specific types of fundraising.

Organisations that are registered as charities must comply with specific charity laws and regulations, including being registered on the charity register and ensuring all letters and formal documents of the company state this fact as well as the charity number. In relation to accounting, the Companies Registration Office (CRO) will automatically forward all financial documents to the Charities Regulator. The regulator must also be informed of the names of all trustees.

Transparency & Accountability

- Our accounts are externally audited and published annually on CRO and can be viewed here also
- We are a registered charity both with the Charities Section of the Revenue Commissioners (CHY) and the Charities Regulatory Authority (No. 20043063).
- We prepare our financial statements in accordance with FRS102 and the Charities SORP (Statement of Recommended Practice) (FRS102) as issued by the Charity Commission and the Office Charity Regulator.
- We are fully compliant with The Governance Code for Community and Voluntary Organisations in Ireland.
- We have signed up to the Irish Charities Tax Research (ICTR) Statement of Guiding Principles for Fundraising
- We respond fully to every public and media query we receive on our funding.
- We are governed by a Board of Directors, all are volunteers and donate freely of their time, skills and experience.
- Our strategic plan 2024 sets out our goals and objectives for the coming years.

HOW WE ARE GOVERNED

St. Brendan's is registered in Ireland as a Limited Company and has charitable status.

St. Brendan's assets are held in trust by the Trustees, who are unpaid. Their principal function is to ensure that the Organisation is being run in accordance with the objects as specified in the Memorandum and Articles of Association. The Trustees are legally responsible for the proper functioning of the Nursing Home and Services including accounting procedures. The Board of Trustees appoint a sub-committee of finance after their election. All decisions of the sub-committee must be ratified by the Board of Trustees.

BOARD OF TRUSTEES/ DIRECTORS

We are governed by a Board of *voluntary* non-executive Directors. None of our Directors receive payment of any kind for their service to St. Brendan's. We value their expertise and guidance. Our Board meets 9 times a year and is advised by its own sub-committees which are made up of Board members, and, on occasion, external members:

Expert committees are set up from time to time to advise on specific matters.

OUR CURRENT BOARD OF DIRECTORS

- **Dr. Jerry Cowley:** Chairperson, Registered Provider Representative, General Medical Practitioner and Barrister at Law.
- **Mr. MJ Ginnelly:** Secretary
- **Mrs. Teresa Cowley**
- **Mrs. Teresa Hanley**
- **Mrs. Maureen Wood**
- **Ms. Maura Masterson:** General and Psychiatric Nurse, Previously, Chief Executive Officer (CEO) and Director of Health Care, Nursing Home and Disability Services;
- **Mrs Marjorie O'Malley: Chartered Accountant.**

Board Sub-Committees

The Board of Trustees has established a number of subcommittees to develop policies and procedures and monitor activities and objectives of the organisation.

These sub-committees include:

- Admissions:
- Clinical & Advocacy, Human Resources
- Finance & Fundraising
- Risk and compliance with all legislation and standards

Other committees may be established by the Chair, if necessary, to support the objectives of the organisation.

A committee is chaired by a board member (“the Committee Chair”) and membership consists of a mix of board management representatives (and in some cases also non-board members can be co-opted where considered in furthering the interest of the company objectives).

The roles, memberships and functions of Board Members and committees are reviewed each year by the Board of Trustees in advance of the Annual General meeting.

Commitment to Standards in Fundraising Practice

St. Brendan’s is fully committed to achieving the standards contained within the Guidelines for Charitable Organisations on Fundraising from the Public.

OUR COMMITMENT TO STANDARDS IN FUNDRAISING PRACTICE

St. Brendan’s is committed to complying with the Statement for Guiding Principles for Fundraising and has formally discussed and adopted the Statement at a meeting of our Board.

St. Brendan’s is fully committed to achieving the standards explained in the Statement of Guiding Principles for Fundraising.

The Statement exists to:

- Improve fundraising practice.
- Promote high levels of accountability and transparency by organisations fundraising from the public.
- Provide clarity and assurances to donors and prospective donors about the organisations they support.

St. Brendan’s have considered the guidelines and Statement and believe we meet the standards it sets out.

Disclosure Statement

"Donors have the right to be informed of the status and authority of those soliciting donations; Anyone fundraising on behalf of St. Brendan's must ensure that prospective donors are aware of their status, i.e. volunteers, employees or third-party agents.

We promise to effectively apply your donations for their intended purpose at all times.

St. Brendan's report on our fundraising activities and finances is available in our most recent Annual Report.

It must be made clear at all times whether fundraising activities are for the charity in general or for a specific purpose. Charities must ensure that fundraising materials do not imply that money fundraised is for a restricted purpose (such as assisting a particular person or animal) when it may be used for different purposes or for general funds. Fundraising activities should not be carried out in a manner which constitutes an unreasonable intrusion on a person's privacy, is unreasonably persistent or places a person under undue pressure to donate. Any information obtained in confidence as part of the fundraising process must not be disclosed without express, informed prior consent of the donor.

We commit to being accountable and transparent so that donors and prospective donors can have full confidence in St. Brendan's Village.

St. Brendan's Services report on its fundraising activities is available in our most recent annual report.

We welcome your feedback on our performance.

Public Compliance Statement

As a charity seeking donations from the public, we, Mulranny Day Housing Centre CLG Trading as St. Brendan's Village aim to comply with the Guidelines for Charitable Organisations on Fundraising from the Public

[Mulranny Day Housing Centre CLG Trading as St. Brendan's Village is committed to complying with the Guidelines for Charitable Organisations on Fundraising from the Public and has formally discussed and adopted the Guidelines at a meeting of the governing body.

- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village confirms its commitment to the principles set out in the Guidelines for Charitable Organisations on Fundraising from the Public by a statement to that effect in its annual report.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village has a Donor Charter which is consistent with the Guidelines for Charitable Organisations on Fundraising from the Public.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village regularly monitors compliance with the Guidelines for Charitable Organisations on Fundraising from the Public and compliance reports are received regularly by the governing body.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village considers the Guidelines for Charitable Organisations on Fundraising from the Public when planning all fundraising activity.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village has a policy on working with third party fundraisers (if applicable).
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village provides honest, open, accountable and transparent disclosure when fundraising from the public.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village has appointed a member of the governing body and/or a senior member of staff to be responsible for compliance with the Guidelines for Charitable Organisations on Fundraising from the Public.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village ensures that fundraising staff are provided with information and training on the Guidelines for Charitable Organisations on Fundraising from the Public and its implementation.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village has a feedback and complaints procedure consistent with the Guidelines for Charitable Organisations on Fundraising from the Public. Feedback is recorded for review by relevant staff including the CEO and governing body. Feedback is responded to promptly and appropriately.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village prepares financial reports consistent with the requirements of the Charities Act 2009 and the Charities Regulator which include a statement concerning the extent to which control of the organisation is independent of its funding sources.
- Mulranny Day Centre Housing CLG Trading as St. Brendan's Village ensures that all donations are tracked and recorded and complies with data protection requirements.
- Mulranny Day Housing Centre CLG Trading as St. Brendan's Village is accessible to the public through a number of readily available contact options.

Trustee Resolution regarding the Guidelines for Charitable Organisations on fundraising from the public

The Board of Mulranny Day Centre Housing CLG t/a St. Brendan's Village resolves to adopt the Guidelines for Charitable Organisations on fundraising from the Public and confirms that we are committed to complying with the guidelines and we will endeavour to:

1. Adhere to the core principles of Respect, Honesty and integrity, transparency and accountability by:
2. Respecting the rights, dignity and privacy of clients, volunteers, supporters and beneficiaries
3. Answering reasonable questions about fundraising activity and fundraising costs honestly
4. Making information about our purpose, activities and governance available to the public.

Demonstrate our commitment to Donors By:

Agreeing and making public a Donor's Charter consistent with the 'Guidelines for charitable Organisations on fundraising from the public@ containing commitments regarding the causes for which the charity is fundraising, the use of donations, and disclosures regarding the status and authority of those soliciting donations

Operating a complaints and feedback procedure and a Data protection Policy.

Ensure High standards of fundraising practice by

Ensuring fundraisers are committed to the highest standards of good practice by providing information and training on the guidelines for charitable Organisations on fundraising from the public

The Board of Mulranny Day Centre Housing CLG t/a St. Brendan's Village will ensure that all fundraising activities are respectful, honest, open, legal and in keeping with best practice and the Guidelines for Charitable Organisations on fundraising from the public

The Board of Mulranny Day Centre Housing CLG t/a St. Brendan's Village will have a policy in place regarding the management of volunteer fundraisers and any third-party agents

The board of Mulranny Day Centre Housing CLG t/a St. Brendan's Village will be financially accountable by:

Publishing a Statement of Annual Accounts in compliance with SORP FRS102 an Annual Report which includes a statement on compliance with the Guidelines for Charitable Organisations on Fundraising from the public

Making sure that all donations are recorded and that both financial records and personal data records comply with Data Protection Legislation

Mulranny Day Centre Housing CLG t/a St. Brendan's Village St. Brendan's village will ensure that there are appropriate financial and management controls in place

Ensure that both the Board and senior managers take responsibility for implementing and adhering to the guidelines for Charitable Organisations on fundraising from the public by:

Identifying any risks that might arise and ensuring appropriate mechanisms are in place given the size and complexity of the organisation to manage and deal with those risks.

Signed:

Signed

Director/Trustee

Director/Trustee

Date:

Date:

Donor Charter

As a charity seeking donations from the public, we (Mulrany Day Housing Centre CLG, Trading as St. Brendan's Village) aim to comply with the Guidelines for Charitable Organisations on Fundraising from the Public

Our pledge is to treat all our donors with respect, honesty and openness.

We commit to being accountable and transparent so that donors and prospective donors can have full confidence in Mulrany Day Housing Centre CLG, Trading as St. Brendan's Village.

We promise we will effectively apply your gifts to us for their intended purposes. We commit that you, our donors and prospective donors will:

- Be informed of the organisation's mission, and of the way the organisation intends to use donated resources.
- Be informed of the identity of those serving on the organisation's governing board, and that the board will exercise prudent judgement in its stewardship responsibilities.
- Have access to the organisation's most recent financial statements.
- Be assured your gifts will be used for the purposes for which they were given. Receive appropriate acknowledgement and recognition.
- Be assured that information about your donation is handled with respect and with confidentiality to the extent provided by law.
- Expect that all relationships with individuals representing the charity will be dealt with professionally.
- Be informed whether those seeking donations are volunteers, employees of the organisation or hired third party agents.
- Have easily available the agreed procedures for making and responding to complaints.
- Have the opportunity for any names to be deleted from mailing lists and to be informed if the organisation intends to share the mailing lists with third parties.
- Receive prompt, truthful and forthright answers to questions you might have of the organisation.

If or when a member of the public enquires about the employment standing of a fundraiser, they must receive an honest and open answer. The standing in this case relates to whether or not a fundraiser is a volunteer, a paid employee of the charitable organisation or a third-party agent working on behalf of the charity.

If you do have a comment about any aspect of our work, you can contact [Mulrany Day Housing Centre CLG, Trading as St. Brendan's Village] in writing or by telephone. In the first instance, your comment will be dealt with by myself. Please give us as much information as possible and let us know how you would like us to respond, providing relevant contact details.

Write to:

Dr Jerry Cowley

The Chairperson

St. Brendan's Village

Tel: 087 2249691

Email: drjerrycowley@gmail.com

We are open 5 days a week from 9.00 am to 5.30 pm, and closed between 1.00 pm and 2.00pm each day

Fundraising Donations

All Donations and Bequests received by Mulranny Day Centre Housing t/a St. Brendan's village are used to support our St. Brendan's village home and services and the people who use our services.

All 'Thank You' donations for staff are used to improve staff facilities and comforts in St. Brendan's.

If you want more information on making a donation or bequest please contact: Ms Ann Hughes c/o Mulranny Day Centre Housing CLG

Fundraising Activities

St. Brendan's Village Lotto: John O Sullivan will provide full details on request as regards revised rules and terms and conditions and St Brendan's Brooms collection at Halloween.

No money raised goes to third party agents

Financial controls

Trustees must ensure the following:

The charity keeps proper books of account, which correctly record and explain transactions;

Internal financial control procedures are in place to ensure that funds are used effectively and to minimise the risk of funds being misused;

St. Brendan's will report annually to the Charities Regulator. St. Brendan's will provide a full financial account of each individual fundraising event. This will include:

the gross amount of funds raised

the associated fundraising costs

and to which charitable purpose or charitable fund the proceeds of the event have been allocated.

Main areas of financial control for Mulranny day Centre Housing CLG t/a St. Brendan's Village (St Brendan's):

income;

expenditure;

banking (including payments and loans);

assets and investments and

monitoring arrangements.

Procedures in place:

1. Cash should be counted and recorded by a minimum of two unrelated individuals, wherever possible, in a secure environment
2. Cash and cheques should be banked as soon as is practicable.
3. Identify who will do the banking and when.
 1. Cash not banked immediately should be placed in a secure location. Unsecured cash should never be left unattended;

2. At the earliest possible date, cash banked and income summaries should be reconciled. Where practical, this should be undertaken by a person independent of the counting and cashing up of the money;
3. Records must be made of donations for specific purposes (to certain appeals or projects) to ensure that the terms of donations are complied with. St. Brendan's must ensure that accepted donations are used to support the purposes in accordance with the conditions attached to the donation;
4. Where St. Brendan's is in receipt of funds restricted to certain purposes or projects and where St. Brendan's cannot realistically apply the funds within a reasonable timeframe to that purpose or project, St. Brendan's must in consultation with the Charities Regulator, allocate those funds to a purpose as close as possible to the original intended purpose. Where practical, this change should be communicated to the specific donor(s);
5. All funds should be used reasonably and prudently in the interest of St. Brendan's. This involves ensuring that remuneration of fundraisers is proportionate to the benefit reasonably expected to be obtained. Payments to fundraisers must not be excessive;
6. St. Brendan's will make it clear to all volunteers that anyone raising money must ensure that the charity receives all that money. Volunteers should have only their out-of-pocket expenses reimbursed, on the basis of receipts provided;
7. St. Brendan's must implement a culture of zero tolerance to theft or fraud and any suspicions relating to such matters should be immediately raised by the charity with An Garda Síochána.

Complaints Procedure

St. Brendan's is committed to ensuring that all our communications and dealings with the general public and our supporters are of the highest possible standard. We listen and respond to the views of the general public and our supporters so that we can continue to improve.

St. Brendan's welcomes both positive and negative feedback. Therefore, we aim to ensure that:

- It is as easy as possible to make a complaint
- We treat as a complaint any clear expression of dissatisfaction with our operations which calls for a response
- We treat it seriously whether it is made by telephone, letter, fax, email or in person;
- We deal with it quickly and politely.
- We respond accordingly - for example, with an explanation, or an apology where we have got things wrong, and information on any action taken etc.;
- We learn from complaints, use them to improve, and monitor them at our Board.

If You Have A Complaint

If you complain in person or over the phone, we will try to resolve the issue there and then. Similarly, if you complain by **email**:

or in writing we will always acknowledge your complaint within 7 days, and do everything we can to resolve it in 21 days. If this is not possible, we will explain why and provide a new deadline.

What if the complaint is not resolved?

If you are not happy with our response, you may get in touch again by **writing to: The Chairperson: Dr. Jerry Cowley, Mulranny Day Centre Housing CLG t/a St. Brendan's Village, Mulranny, Co. Mayo.**

The Chairperson will ensure that your appeal is considered at Board level and will respond within 4 weeks of this consideration by Board members.

Our office is open 5 days Monday to Friday from 9.00 am to 5.00 pm.

If you have feedback or a complaint that is not resolved at the above level you may contact the [Charities Regulator](#)

Ideally in the first instance you should address your complaint to the organisation as outlined above. You may however at any stage make your complaint to the Charities Regulator who oversee charities compliance with the Guidelines for Charitable Organisations on Fundraising from the Public.

If you wish to contact them regarding a concern, you must complete the [online concerns form](#).

Data Protection and Privacy Policy

Privacy Policy

Summary:

- We respect your contact data.
- We will store it securely.
- We will never share it with anyone else.
- We will delete it when you ask us to.
- We may send you content we think is relevant or interesting to you, but will stop contacting you when you ask.

At St. Brendan's Village, we are committed to protecting your privacy according to existing laws and regulations. You can browse through most of our website without giving us any information about yourself. But sometimes we do need information to provide services that you request. This Website Privacy Policy ("Policy") provides you with information concerning our practices and procedures as they relate specifically to information we collect at this website. If you have additional questions or would like further information on this topic, please feel free to write to us at info@.ie. By visiting this website, you are accepting the practices described herein. We may update this Policy from time to time, so please check this Policy periodically for changes.

Collecting your Personal Information

We do not collect any personal information about you on our website unless you choose to provide it to us voluntarily. We define "personal information" as information that personally identifies you or allows us to contact you. Such information might include your phone number, name or email address.

Generally, this information is requested when you are making a donation, when you are asked to register before subscribing to e-mail newsletters, completing an online survey, viewing resource information, or when requesting information about or purchasing St. Brendan's Village products and services or registering for events. If you encounter a screen or page that requests information you do not want to share with us, do not enter the information and do not proceed with that screen or page.

Use of your Personal Information

If you do provide us with personal information, we will only use it for the purposes described where it is collected or elsewhere on the website. Specifically, we may use your personal information in the following ways: (1) to make the website easier for you to use by not making you enter your personal information more than once; (2) to help you quickly find information on Stableman software, services and customer support; (3) to help us create and deliver content most relevant to you; and (4) to alert you to product upgrades, special offers, updated information, events and other new services from St.Brendans.

We will not sell, license, transmit or disclose your personal information outside of St.Brendans or its affiliates without notice to you unless (1) you expressly authorise us to do so, (2) it is necessary to allow our service providers, representatives, or agents to provide services for or to us, (3) it is necessary to provide our products or services to you, (4) it is necessary to protect and defend the rights or property of St.Brendans, (5) it is necessary to act in urgent circumstances to protect the personal safety of St.Brendans customers, visitors to St.Brendans's website or the public, or (6) otherwise as we are required or permitted by law.

Information Collected from Children

www.JackandJill.ie is a general audience site, and we do not knowingly collect information about children or sell products to children under the age of 16. If you are under the age of 16, you must ask your parent or guardian to assist you in using our website. Furthermore, we may restrict entries to any contests, sweepstakes or promotions to entrants who are at least 18 years of age.

Promotional Emails

We may send you e-mails with special event information, newsletters, promotional offers or other messages. If you would no longer like to receive such e-mails from us, please follow the "Unsubscribe" instructions at the end of each email or send a request **at your** e-mail address and all your personal details will be removed from our marketing list. Please allow us a reasonable period of time in order to satisfy your request, as some promotions may already be in process. We commit to removing all personal data within 30 days (GDPR 2018 regulation).

Email

We appreciate your questions and comments about our website and services and welcome your email messages to mailboxes listed on our website. We will share your messages with those within our organisation who may be able to address the issues contained in your message. We will keep a copy of your message until we have had an opportunity to address your concerns. We may archive your message for a certain period of time or discard it, but your email message will not be used for any other purpose.

Access to your Personal Information

All users can subscribe or unsubscribe to St. Brendan's email newsletters and blogs.

If you change your email address, we send an email confirming same to both your old and new email addresses.

Security of your Personal Information

We restrict access to personal information collected about you on our website to our employees, our affiliates' employees, those who are otherwise specified in this Policy, or others who need to know that information to provide services to you or in the course of conducting our business operations or activities. While no website can guarantee security, we maintain appropriate physical, electronic, and procedural safeguards to protect your personal information collected via the website. We protect our databases with various physical, technical and procedural measures and we restrict access to your information by unauthorised persons. We also advise all St. Brendan's Village employees about their responsibility to protect customer data and we provide them with appropriate guidelines for adhering to our company's business ethics standards and confidentiality policies. Inside St. Brendan's Village, data is stored in password-controlled secure servers with limited access. We do not save/store any Credit/Debit Card details used when making an online donation or any other online purchase of products or services.

Links to Other Websites

For your convenience, we may provide links to other public websites and web pages that we do not control. We cannot be responsible for the privacy practices of any websites or pages not under our control and we do not endorse any of these websites or pages, the services or products described or offered on such sites or pages, or any of the content contained on those sites or pages.

Use of Cookies

A cookie is a piece of information that a web server may place on your computer when you visit a website. Cookies are commonly used by websites to improve the user experience and have not been known to transmit computer viruses or otherwise harm your computer. Many cookies last only

through a single website session, or visit. Others may have an expiration date, or may remain on your computer until you delete them.

We may use cookies for a number of purposes – for example, to maintain continuity during a user session, to gather data about the usage of our website for research and other purposes, to store your preferences for certain kinds of information and marketing offers, or to store a user name or encrypted identification number so that you do not have to provide this information every time you return to our website. When someone visits the site, a cookie is placed on the customer's machine (if the customer accepts cookies) or is read if the customer has visited the website previously.

Our cookies will track only your activity relating to your online activity on this website, and will not track your other Internet activity. Our cookies do not gather personally identifiable information.

You can decide if and how your computer will accept a cookie by configuring your preferences or options in your browser. However, if you choose to reject cookies, you may not be able to use certain of our online products and services or website features. For example, if you choose to not have your browser accept cookies from St. Brendan's Village' website, you may need to re-enter your personal information each time that you attempt to access certain information.

Competitions and Other Promotions

On our website, you may wish to participate in competitions and other promotions that we may offer from time to time. Through these promotions, you may choose to participate in activities such as sharing information found on our websites with others and sending email invitations. If you choose to participate in these promotions, and are eligible to do so, we may ask you for information such as your name, email address, date of birth and telephone number.

We may use the information to communicate with you, or the other people you select, about our products and services. As mentioned above, if you create a profile and submit an entry in connection with a contest or promotion, your name, profile and entry, but not your email address, phone number and age, will be visible to other website users. We will not use information you provide about other people for any purpose except the purpose you direct without first getting their consent.

Changes to this Policy

St. Brendan's Village may update this Policy at any time and from time to time and we will post any changes to this page. The most recent version of the Policy is reflected by the version date located at the bottom of this Policy.

Contacting Us

If you have any questions about this Policy or would like to learn more about how we protect privacy, please write to us at [St. Brendan's Village](#) *Last updated 02/11/2024*