



Cork Centre for Independent Living Limited

## Cork Centre for Independent Living (Cork CIL) Website Privacy Policy

| <b>Date</b> | <b>Review</b> | <b>Mgt. Lead</b> | <b>BOM Lead</b> |
|-------------|---------------|------------------|-----------------|
| April 2018  | April 2019    | PB               | CM              |
|             |               |                  |                 |

## Website Privacy Policy

### Overview

Cork CIL respects your right to privacy and complies with its obligations under the Data Protection Acts 1998 & 2003. The objective of this Website Policy is to outline how Cork CIL deals with any personal data you provide when you visit our website. By visiting the Cork CIL website, you are accepting the terms of the Website Privacy Policy. This website contains external links to other websites and Cork CIL is not held responsible for the privacy policies of these other websites.

### Scope

This online privacy policy applies only to information collected through our website and not to information collected offline.

### Consent

By using our website, you consent to our website's privacy policy

### The information we may collect

Cork CIL collect information from you when you join as Member, subscribe to our newsletter or fill out a form. When submitting a contact form on our website, as appropriate, you may be asked to provide personal details such as name, e-mail address, postal address, phone number.

### What we use your information for.

Any of the information we collect from you may be used in one of the following ways:

- To record your details on our Members, Register or Travel Club data base
- To help in tracking, recording and reporting.
- To send you periodic emails related on disability and service topics
- We may also send you our annual newsletter

We keep your information securely.

### How Cork CIL protects your information

Cork CIL has implemented a variety of security measures to maintain and safeguard your personal information.

Cork CIL takes, and will continue to take, all reasonable steps (which includes relevant technical and organisational measures) to guarantee the safety of the data you provide to us and we will only use the data for the intended purpose. We use a secure server so that all your information is held securely. Our Back-up and recovery system is provided by 'Keep It Safe'. All data is digitally encrypted and stored in the State.

However, the nature of the internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet will be 100% secure. Our website contains external links to other websites and Cork CIL is not held responsible for the privacy policies of these other websites.



## Cookies

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow this to happen) that enables the sites or service providers systems to recognize your browser and capture and remember certain information.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly

## Disclosure of information to outside parties?

We do not share, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our IT systems, our website, conducting our business, or to provide services to you, so long as those parties agree to keep this information confidential as part of their contract with Cork CIL.

We may also release your personal data where compliance with legal requirements is a necessity. We also reserve the right to enforce our site policies to protect our rights and the rights of other individuals in a manner that is safe and compliant with the law.

## Updating, verifying and deleting personal data

You should inform us of any changes in your personal data, and in accordance with our obligations under the Data Protection Acts 1988 and 2003, we will update or delete your personal data accordingly.

To find out what personal data we hold on you or to have your personal data updated, amended or removed from our database, please email it to us at [info@corkcil.ie](mailto:info@corkcil.ie) or write to:

**DATA PROTECTION OFFICER**, Cork Centre for Independent Living, First Floor, Lawley House, Monahan Rd., Cork, T12 N6 PY.

Any such data subject requests may be subject to the fee prescribed under the Data Protection Acts 1988 and 2003.

## Unsubscribe

If at any time in the future you would like to unsubscribe from receiving emails or post please email your name and contact [info@corkcil.ie](mailto:info@corkcil.ie) with your instructions

## Improving Our Website

Cork CIL commits to work to continuously improve our website. This is based on the information and feedback we receive from you. Send your thoughts and ideas to us at: [info@corkcil.ie](mailto:info@corkcil.ie).

## Changes to our Privacy Policy

We reserve the right to make changes to our web privacy policy at any time without prior consultation; these changes will be posted on our website.