

THIS IS ON THE WEBSITE / updated 8 June 2018

## Cluas Centre Ltd Privacy Policy

By visiting this website ([www.cluas.ie](http://www.cluas.ie)) you are accepting the terms of our Website Privacy Policy. We believe it is important that you know how your personal information is collected, used, and shared when you visit our website ([www.cluas.ie](http://www.cluas.ie)).

### Personal Identification Information - webforms

This is data that identifies you or can be used to identify or contact you and may include your name, location, e-mail, phone number, date of birth of yourself or your child and a message. Such information is only collected from you when you voluntarily submit it to Cluas Centre Ltd; by filling in forms on our website or by corresponding with us by phone, e-mail or otherwise. By providing us with this information, you express consent to use your information to contact you and talk to you about our services. Our phone calls may be recorded for quality and training purposes only. If you sign up for our newsletter we may occasionally send you information and updates, you can at any time opt out of the newsletter.

### Sensitive Personal Data - pre-assessment questionnaire

Besides from the message box on our webforms we do not collect Sensitive Personal Data through our website. After we have personally spoken to you and you have decided on booking an assessment with you we will send you out a pre-assessment questionnaire. You will be asked to provide sensitive data to allow us to perform the assessment and in order for us to provide our services. You do not have to fill out every section if you are not comfortable with. No information will be shared to any third party and all data is treated with highest level of confidentiality.

### Non personal information

When you visit our website, we automatically collect certain non personal

information about your device, including information about your web browser, IP address, time zone. As you browse our website, we collect information about the individual web pages that you view, what websites or search terms referred you to the our website, and information about how you interact with our website. This information will only be used for producing anonymous website statistics and will be used to help us with the delivery of the services on the website. This non personal information cannot be used to identify or contact you.

## Cookies

Cookies are files which are transferred to your computer's hard disk by a website. They can store information about your preferences and other information which you need when you visit a website. Cluas Centre Ltd uses cookies to monitor website traffic and to enhance user experience. All the information collected will be anonymous and only used to help us improve our website and fine tune our online advertising campaigns. You may choose to set your web browser to refuse cookies, or to alert you when cookies are being sent. You can also delete cookie files from your computer at your discretion. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>. You can also install a browser add-on that allows users to disable Data Collection by Google Analytics. <https://tools.google.com/dlpage/gaoptout>

If you do disable cookies some functions of the site may no longer work correctly.

## What happens to your data?

Cluas Centre Ltd will not collect identifying information about you, such as your name, address, telephone number or email address, unless you voluntarily submit that information to us, by email, online forms or other means. We treat all identifying information you submit to us as confidential and do not sell this information to third parties. We will provide details of the purpose of the information collected when it is provided. This information will not be used

beyond the purpose specified at the time of collection. Your personal data may be anonymised and used for statistical purposes.

Any information that is collected by Cluas Centre Ltd from this website will only be used for monitoring purposes unless you have given us consent for your information to be used e.g. providing us with your email-address or phone number so that we can contact you. We do not share information with a third party and all information collected is treated with confidentiality.

We will ensure that all personal information supplied is held securely, in accordance with the requirements of the relevant Irish legislation, namely the General Data Protection Regulation (GDPR) 2018, the Irish Data Protection Act (1988), and the Irish Data Protection (Amendment) Act (2003).

## Your rights

From 25 May 2018 with the implementation of the GDPR guidelines, you have enhanced rights over how your personal data is held, processed and stored. It is intended that by complying with these guidelines, Cluas Centre Ltd will adhere to best practice regarding the applicable Data Protection legislation. For more information about our privacy practices or if you have any questions about your data - please contact us by email on [contact@cluas.ie](mailto:contact@cluas.ie) or by mail using the details provided below:

Cluas Centre Ltd, 32 Greenmount Office Park, Off Parnell Road, Harold's Cross, Dublin 6W, Ireland

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