

<b>Document Name and Version</b>	<b>10.6 Webpage Privacy and Cookie Notice</b>
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<b>Policies that Interact with Policy 10.6</b>	10.1 Data Policy; 10.2 Data Protection Processing Principles 10.3 Data Management and Retention Policy; 10.4 Data Protection Subject Access Request 10.5 Data Breach Policy; 10.7 Your Right of Access to Personal Information held by IICP College;
<b>Approval Body</b>	Board of Directors
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<b>Date of Review</b>	2025
<b>Revisions</b>	26 <sup>th</sup> January 2021: Clarified kinds of data collected and processed by IICP College.

### **Webpage Privacy and Cookie Notice**

IICP College (or the “College”) takes your privacy seriously and is fully committed to holding your information in accordance with the General Data Protection Regulation (GDPR). It is important that you know exactly what we do with the personal information that you and others provide to us, why we gather it and what it means to you.

Our Webpage Privacy Notice explains how and when we collect personal data about you, why we do so and how we treat this information. It also explains your rights in relation to the collection of personal information and how you can exercise those rights.

**Please note that IICP College is not responsible for the content or the privacy policies of websites accessed by any external links. Please consult the privacy statements for such websites for information on the policies and practices under which they operate.**

### **Privacy Policy**

The information contained on this website is intended as a guide for persons seeking information about IICP College. The College will review this website and this statement regularly, and may cancel, suspend, vary or modify in any way the contents of this website. Of necessity, this change will occur without notice. Therefore, the information contained on the website does not constitute a contract, and does not guarantee terms, between IICP College and a learner or any third party.

### **Privacy Statement**

This privacy statement describes how IICP College gathers and uses data, and the steps IICP College takes to respect your privacy. This website provides links to other websites, and this privacy statement does not relate to the practices of other websites which may be accessed through this website.

We outline below how we deal with any personal data you provide to us while visiting the site. If you are not happy with this privacy policy or the terms, you should not use this site.

## **General Statement**

For people who view and interact with our website, we collect and process data when you:

- Submit a message to us through our online contact form.
- Make an online payment through our website.
- Subscribe to our mailing list.
- Register interest in one of our courses.
- Register for our Taster evenings.

The data we collect may include:

- Personal identification information (Name, email address, phone number).
- Financial information.
- IP address and information regarding what pages are accessed and when.
- Usage Activity.
- Location.

We collect and process your data so that we can:

- Respond to any online queries you submit to us.
- Process online payments made with respect to our courses.
- Send emails to you for marketing purposes.
- Register you for courses you are interested in.

IICP College collects, processes, and stores significant volumes of personal data and sensitive personal data on an ongoing basis. The purpose of this document is to provide a statement of intentions for managing compliance with data protection requirements which is formally approved by senior management. IICP College securely stores your data in our server system which is protected by a secure network firewall. We review our retention periods with respect to personal data on a regular basis.

When you give us personal information, we take steps to ensure that it is treated securely. If you purchase a service from us, your card information is not held by us, it is collected by our

third-party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions.

You have the following rights under the GDPR, in certain circumstances and subject to certain exemptions, in relation to your personal data:

- Right to access the data - you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data. We may charge you a small fee for this service.
- Right to rectification- you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information so that it is complete.
- Right to erasure - you have the right to request us to delete personal data that we hold about you, under certain conditions. This is sometimes referred to as the right to be forgotten.
- Right to restriction of processing or to object to processing - you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes, under certain conditions.
- Right to data portability - you have the right to request that we transfer the personal data that we have collected to another organisation, or directly to you, under certain conditions.

In order to exercise any of the rights set out above, please contact us at:

[dataprotection@iicp.ie](mailto:dataprotection@iicp.ie)

## **Cookie Policy**

IICP College respects the privacy of all visitors to our website. This document outlines our policy concerning the use of cookies on <https://www.IICP College.ie/>. The College will review this statement from time to time, and may cancel, suspend, vary or modify in any way the contents of this notice.

### **What Are Cookies?**

Cookies are small pieces of information, stored in simple text files, placed on your computer by a website. Cookies can be read by the website on your subsequent visits. The information stored in a cookie may relate to your browsing habits on the web page or allow you to be recognised on your return visit. Generally speaking, cookies do not contain personal information from which you can be identified, unless you have furnished such information to the website.

If you do not want to allow cookies (or only allow the use of certain types of cookies), please refer to your browser settings, which should allow you to accept or deny cookies. You can also use the browser settings to withdraw your consent to the use of cookies at any time. By disabling certain categories of cookies, you may be prevented from accessing some of the features on our website.

Some cookies are persistent, some expire after a predefined period of time, or may expire at a given date in the future. When a user returns to a website after a previous visit, the web browser may send cookies back to that website allowing the site to recognise the user and remember things like personalised preferences or details. Cookies are widely used in order to make websites work more efficiently and improve your user experience.

### **Third Party Cookies**

Some cookies on our website are not related to us, for instance if you visit a page with content embedded. If you have any doubts, check the third-party websites for their cookie policies.