

How we use your information

This privacy notice tells you what to expect when Leitrim PPN collects personal information. It applies to information we collect about:

- visitors to our websites
- organisations that join Leitrim PPN
- people who use our on-line services

Visitors to our websites

When someone visits www.leitrimppn.ie we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Organisations that Join Leitrim PPN

The information gathered by the website from organisations that wish to join Leitrim PPN is stored securely and privately by Salesforce[®], a third party that is compliant with current data protection regulations. The data gathered by Leitrim PPN is collected and stored on Salesforce EU Server6 based in Frankfurt and London.

We hold the data for as long as your organisation is a member of Leitrim PPN. If your organisation leaves Leitrim PPN, or ceases to exist we will remove the data from our system as soon as is practicable after notification.

By filling out the web submission form, or submitting data using any other means, when applying to join Leitrim PPN, you give Leitrim PPN express permission to use, retain and disseminate the information as part of the day to day running of Leitrim PPN as a community based information and support network. This may involve the public dissemination of personal details provided by your organisation such as, but not limited to, email addresses and postal addresses. Personal information will not be shared unless you are in agreement.

If you believe that we hold incorrect information about your organisation contact us at the mailing address, or the email address below and Leitrim PPN will endeavour to correct any mistakes with a reasonable time frame.

People who email us

Leitrim PPN may be contacted at :

- info@leitrimppn.ie or
- tferguson@leitrimcoco.ie or
- ppn.secretariat@gmail.com

Any mail sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law. Please note, the email, info@leitrimppn.ie uses a gmail alias.

Complaints or queries

Leitrim PPN tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Leitrim PPN's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

Access to personal information

Leitrim PPN tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the current legislation governing such requests in Ireland. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and if the information can be proven to relate to you -
- let you have a copy of the information in an intelligible form.

To make a request to Leitrim PPN for any personal information we may hold you need to put the request in writing addressing it to Data Protection, or writing to the address provided below.

LEITRIM PPN

PRIVACY POLICY

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone. If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting Data Protection, Leitrim PPN at the contact details below:

Data Protection
Leitrim Public Participation Network
Aras an Chontae
Carrick on Shannon
County Leitrim
Telephone: +353- 71 96 20005 ext 544 / Mob: 087 183 1253
Email: info@leitrimppn.ie

When we receive a request for the data we hold about a person we make up a file containing the details of the request. This normally contains the identity of the person requesting the data. We will only use the personal information we collect to process the information requested.

We will keep personal information contained in request file in line with our retention policy. This means that information relating to a request for information held about an individual will be retained for one year from the date of the request.

Similarly, where enquiries are submitted to us we will only use the information supplied to us to deal with the enquiry and any subsequent issues and to check on the level of service we provide.

Disclosure of personal information

In most circumstances we will not disclose personal data without consent. We will only disclose information without consent where we are legally obliged to do so.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Use of cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Leitrim PPN does not use cookies that can identify a person using the website.

Web browsers can be set to remove cookies, however, if you wish to view www.leitrimppn.ie without accepting cookies please use a browser, such as Chrome, in incognito mode.

Google Analytics

More information: You can find the Google Analytics Privacy Policy here:

<https://support.google.com/analytics/answer/6004245>

To opt out of being tracked by Google Analytics across all websites visit the Google site. These cookies are used to collect information about how visitors use our site. The cookies collect information in an anonymous form that does not identify a visitor. They provide information regarding the number of visitors to the site, where visitors have come to the site from and the pages they visited. We use this information to compile reports and to help us improve the way our website works, for example by making sure users are finding what they need more easily.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated 25th April 2018.

How to contact us

If you want to request information about our privacy policy you can email

info@leitrimppn.ie ,

or write to:

Leitrim Public Participation Network

Aras an Chontae

Carrick on Shannon

County Leitrim

Ph: 071 96 20005 ext 544 Mob: 087 183 1253