

**Leitrim PPN Privacy Statement**

**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.

**PRIVACY POLICY**

**People who email us**

Leitrim PPN may be contacted at :

 info@leitrimppn.ie or

 mary@leitrimppn.ie or

 supportworker@leitrimppn.ie

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.

**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

Leitrim Development Company

2 Church St

Drumshanbo

Co. Leitrim

N41 RF24

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.

**PRIVACY POLICY**

**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 ,