

# Privacy Policy

## Introduction

Your privacy is important to **Waterford Teachers Centre** and maintaining your trust is important to us. We are fully committed to keeping your personal information safe. We will comply with the terms of the General Data Protection Regulation (GDPR) and all other relevant data protection legislation. Waterford Teachers Centre knows that you care about how information about you is used and eventually shared. This Privacy Policy is intended to provide you with information about personally identifiable information we collect about you and how that personal information is used and shared.

## How we use your data.

This Privacy Policy applies to Waterford Teachers Centre website and its subdomains ("Sites"). This Privacy Policy explains what information of yours will be collected by Waterford Teachers Centre when you access the Site, how the information will be used, and how you can control the collection, correction and/or deletion of your data. We will not use or share your information with anyone.

## Information We Collect.

(a) Our Service: We may collect personally identifiable information about you, such as your full name, school name, email address, telephone, Teaching Council Number or similar, when you register for an **Waterford Teachers Centre website** user account. If you choose to book a course from us, our third-parties payment processors, Stripe will collect your payment information. We also collect information given to us on Expense Claims (expense details, bank paying-in details, and receipts); e-mails and correspondence; details of financial transactions made, for example course fee payments taken, and grants paid out to individuals or schools.

Your interactions with third-parties payment processors are governed by the privacy policy of the organisation providing it. We won't share in any way your personal data with Stripe payment gateway, you are redirected from our website to these external websites and the interactions with these external websites are governed by the privacy policy of the organisation providing it.

(b) Cookies and Tracking Technologies: Please note that in Waterford Teachers Centre, payments received as part of course fees are handled by third party banking websites,

so we do not have any members' PayPal/credit/debit card details at all; nor does Waterford Teachers Centre analyse the cookie information that may be gathered on our website, nor do we sell any information on, nor do we give any information we have to third parties unless legally obliged to do so. Even so, Waterford Teachers Centre protects the devices such data are stored upon, and is obligated to report to its membership any data breaches perpetrated.

(c) Access And Retention Of Data Controlled By Our Customers: An individual who is a current Waterford Teachers Centre customer who seeks access or wishes to correct, amend or delete inaccurate data about his account, will be able to do this simply editing data through the user profile form. Each customer will be able to update data already provided.

A user wishing to export or delete account data should contact us directly at [info@wtc.ie](mailto:info@wtc.ie)

(d) We will retain personal data we process on behalf of our customers for as long as needed to provide our services. Waterford Teachers Centre will retain this personal information as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

### **How We Use Your Information.**

This limited amount of data that Waterford Teachers Centre holds is only used for the following purposes: for having an up-to-date list of schools, course and project participants; for sending out communications, and staying in touch with schools, tutors and account users; for keeping track of who has paid course fees, when, and how much has been paid; for legally-binding accounting purposes (e.g. knowing to whom Waterford Teachers Centre has paid grants and expenses, when, and how much has been paid); e-mail addresses and contacts necessary for administering and carrying out Waterford Teachers Centre projects and centre business. We use the information that we collect about your profile solely to provide access to your registration area, to view course attendance certificates and to keep you informed. We won't use your collected data for any other purpose nor to send you any commercial or promotional ads.

### **How We Share Your Information.**

(a) Personally Identifiable Information: Waterford Teachers Centre will not share, rent or sell your personally identifiable information to others. We may store personal information in locations outside the direct control of Waterford Teachers Centre (for instance, on servers or databases provided by our hosting provider). Management, security and integrity of data storage is under the direct responsibility of our hosting provider company and are governed by the privacy policy of the organisation providing the hosting service.

## **Storage and Processing.**

Your information collected through the Waterford Teachers Centre Service may be stored and processed in Europe by our third-parties hosting provider. Waterford Teachers Centre is not responsible in any way for the physical data storage of your data. Management, security and integrity of the data storage is under the direct responsibility of our hosting provider and is governed by the privacy policy of the organisation providing the hosting service.

## **How We Protect Your Information.**

Waterford Teachers Centre is concerned with protecting your privacy and data, but we cannot ensure or warrant the security of any information you transmit to Waterford Teachers Centre or guarantee that your information on the Waterford Teachers Centre Service may not be accessed, disclosed, altered or destroyed by breach of any of our industry standard physical, technical or managerial safeguards. When you enter sensitive information (such as log in credentials) on our registration or order forms, we encrypt that information using secure socket layer technology (SSL). No method of transmission over the Internet or method of electronic storage, is 100% secure, however. Therefore, we cannot guarantee its absolute security. We use outside payment platforms and the credit card processing company, Stripe, to bill you if you book a course. This company does not retain, share, store or use personally identifiable information for any other purposes. Your interactions with these external websites are governed by the privacy policy of the organisation providing it.

## **Our Choices About Your Information.**

For current Waterford Teachers Centre customers, you can review, correct, or update inaccuracies to the information about you that Waterford Teachers Centre keeps on file by logging into your account for example to update your password. We will retain your information for as long as your account is active (at least one use per year) or as needed to provide you services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

If you wish to delete or export your account data please contact us directly at [info@wtc.ie](mailto:info@wtc.ie)

## **Social Media Widgets / Analytics.**

Our Site may include social media features, such as the Facebook Like button and other widgets that run on our Site. These features may collect your IP address and which page you are visiting on our Site, and may set a cookie to enable the feature to function properly. Social media features and widgets are either hosted by a third-parties or

hosted directly on our Site. Your interactions with these features are governed by the privacy policy of the organisation providing it.

Our website uses Google analytics which collects information about your session whilst you interact with our website. Analytics will collect your IP address, your location and which page you are visiting on our Site. It will set a cookie to enable the feature to function properly. Your interactions with these features are governed by the privacy policy of the organisation providing it.

Waterford Teachers Centre Values your opinions. Should you have any questions in relation to our Privacy Policy, please contact us at [www.wtc.ie](http://www.wtc.ie)

Signed *Katherine Grant* (Chairperson)

Date : 1/06/2018

Signed *Celia Walsh* (Director)

Date : \_\_1/6/18 \_\_\_\_\_