

# WEBSITE PRIVACY STATEMENT

## Scoil Mhuire, Moynalvey, Co. Meath

### PRIVACY STATEMENT

**The Board of Management of Moynalvey National School** is committed to preserving the privacy of all visitors to [www.moynalveyins.com](http://www.moynalveyins.com) ("our website"). This privacy statement relates to our practices in connection with our website.

Moynalvey National School fully respects your right to privacy. We will not collect personal information/personal data about you when you visit our website unless you choose to provide that information using the "contact us" form. By using this site, you consent to the collection and use of your information under the terms of this privacy statement which is in accordance with the Data Protection Acts, 1988 and 2003 and the European Communities (Electronic Communications Networks and Services) (Privacy and Electronic Communications) Regulations 2011. Please read the following privacy statement to understand how we use and protect the information that you choose to provide to us.

#### ***Personal information which we collect from you***

When you visit our website you may wish to provide certain information about yourself, such as when you complete our "Contact Us" form. Moynalvey National School does not collect any personal data about you on this website, apart from the information which you volunteer to send us in the "Contact Us" form.

#### ***Non-Personal information which we collect***

Where you visit our website, certain non-personal data is available to us through our internet service provider. This non-personal data is collected on a statistical, aggregate, nonindividual basis. This information may include the IP address from which you access our website, the type of browser used to access our website (Internet Explorer, Firefox, Chrome etc.), the type of operating system used to access our website (Windows, Macintosh, etc.), the "top-level" domain name used (ie, .com, .org, etc.), the date and time of your visit to our website and the number of pages you visited on our website.

#### ***Use of your information***

Any information which you provide using the "Contact Us" form is not made available to any third parties and is only used by **Moynalvey National School** in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) or for any reasonably incidental purpose.

#### ***Disclosure to Other People***

We do not disclose, sell or distribute any personal information which you send to us to any third parties.

#### ***IP Addresses***

An IP address is a number that is assigned to your computer automatically when you use the internet. When you visit any web page in our website, our servers log your IP address. We may use your IP address to help diagnose problems with our server and to administer our website. Your IP address is also used to help identify you and to gather broad demographic

information.

### **Cookies**

The school's website does not use cookies, apart from temporary "session" cookies which enable a visitor's web browser to remember which pages on this website have already been visited. Visitors can use this website with no loss of functionality if cookies are disabled from the web browser

### **Security**

We employ security measures to protect your information from access by unauthorised persons and to guard against unlawful processing, accidental loss, destruction and damage and we will do our best to ensure that all records we hold remain secure in line with our obligations under Data Protection Acts, 1988 and 2003. We take our security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our security procedures regularly.

### **Retention**

We do not retain your personal data for longer than it is necessary for us to comply with the purpose for which you gave it to us. Any personal data which you provide to us using this website will be used in line with the purposes for which you provided it (e.g. to contact you and answer any queries which you have raised in the "Contact Us" form or to address any other feedback which you send us in the "Contact Us" form) and after this purpose has been completed, we will delete your personal data.

### **Accessing Your Information**

You are entitled to see the information we hold about you. On written request, we supply copies of your personal data which you may have supplied to us using our website. If you wish to obtain copies of this personal data, you should write to the principal of Moynalvey National School, Moynalvey, Co. Meath and ask that he/she provides you with an Access Request Form. The law entitles us to charge you a fee for doing so (which currently does not exceed €6.35). Your request will be dealt with as soon as possible and will not take more than 40 days to process. If you discover that Moynalvey National School holds inaccurate information about you, you can request that we correct that information. In certain circumstances, you may also request that data which you have supplied via our website be deleted (although you should note that if you request a deletion, you would generally be expected to identify some contravention of data protection law in the manner in which Moynalvey National School processes the data concerned). Upon written request, we will supply you with a Data Rectification/Erasure Form for this purpose.

### **Contacting Us**

If you are concerned about how your personal data is processed by our website, please do not hesitate to bring these concerns to our attention using the contact details below:

The Principal,  
Scoil Mhuire  
Moynalvey National School  
Co. Meath

### *Disclaimer:*

*The information contained in the website of Moynalvey National School is, to the best of our knowledge, true and accurate at the time of publication. The contents of the website are for information purposes only and Moynalvey National School shall not be responsible for errors or omissions in these pages nor should it be liable for any loss or damage howsoever arising as a result of use of or reliance on this information whether authorised or not.*