



Privacy & Cookie Statement

1 Lero - General Statement

Lero fully respects an individual's right to privacy and actively seeks to preserve the privacy rights of those who share information with Lero. Any personal information which is volunteered to Lero will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Act 1988 and Data Protection (Amendment) Act, 2003. This statement is not deemed to be a contractual undertaking.

2 Lero - Website Privacy

This Privacy Statement explains the privacy guidelines that Lero has adopted for its websites and mailing lists. This policy relates to websites hosted under the lero.ie domain, scratch.ie; as well as conference and project related websites hosted by us. The centre is not responsible for the content or privacy practices of externally hosted websites. Within the Lero domain one may find websites over which Lero has no editorial responsibility or direct control. While Lero encourages compliance with this web privacy statement at such sites, please consult the privacy statements of individual sites or contact the persons responsible for those sites, in order to understand the policies and practices under which they operate.

3 Processing of personal information on website

Lero does not collect any personal data about web visitors on this website. Information provided is used by Lero only in accordance with the purpose for which it has been provided and will only be retained for as long as required for the purpose. Lero will not retain any personal information about its web visitors on this website without permission save in cases where Lero is required by law to do so, such as the investigation of a criminal offence by the Gardai, or a breach of Lero's web-related policies, procedures or guidelines.

4 Processing of technical information on website

The Lero website uses Google Analytics to collect anonymous traffic data to the website to help us analyse how users use the site. These tools use 'cookies', which are small text files stored on a user's computer. They are used to collect anonymous data on user behaviour and standard Internet activity. The information stored in the cookie is transmitted to the analytics tools and then used to evaluate visitors' use of the website and to compile statistical reports on website activity for Lero.

Lero will never (nor will enable Third Parties to) use these analytics tools to track or collect any personally identifiable data of visitors to the Lero site. This data is completely anonymous. Users may also disable cookies from their web browser with no loss of functionality.

Technical details in connection with visits to this website may be logged on Lero's server for accounting and auditing purposes (e.g. Computer IP number). It is the policy of Lero not to disclose such technical information in respect of individual website visitors to any third party unless obliged to disclose such information by a rule of law. The technical information will be used only for statistical purposes.

It should be noted that technical details, which Lero cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of the Data Protection Act 1988 and Data Protection (Amendment) Act, 2003.

5 Mailing list subscription

In Lero we provide mailing list subscription forms on **lero.ie** and **scratch.ie** to inform subscribers about activities within Lero and allow people to register for accessing our scratch teaching resources.

To achieve this we use a hosted mailing list service provider called Zoho Campaigns that allows us to manage this information.

We use your details to provide subscribers with:-

- Access to online scratch workbooks.
- Lero event information.
- Upcoming events in Lero
- Latest Lero News
- Career Opportunities
- Surveys requests.

5.1 What data do we hold about you?

When you subscribe to Lero's mailing list on **lero.ie**, to provide you with this service we ask for and hold the following personal information about you.

- First Name
- Last Name
- Email Address
- Organization Name

When you register for accessing scratch resources on **scratch.ie**, we ask for and hold the following information about you.

- First Name
- Last Name
- School/Organization Name
- Email
- City
- Country
- School Year
- No of Students
- How did you hear about us
- Roll No

5.2 Data Processing

We only use the information we hold about you to periodically send you newsletters containing information about Lero or to give you access to scratch.ie teaching resources. The data will be stored securely and we will never (nor will enable Third Parties to) use this your information for any other purpose.

5.3 Unsubscribing

Lero Newsletter : If you wish to opt out of the Lero mailing list you can do so by choosing the **unsubscribe link** at the bottom of the email you receive. You will not receive any more email from us.

Scratch Registration: If you wish to have your registration details for **scratch.ie** permanently from our database please email dataprotection@lero.ie and we will process your request.

6 Review

Lero has adopted this Privacy Statement for its websites/email lists. Lero reserves the right to review and amend this statement at any time without notice in light of legislative or other requirements and the statement should be accessed regularly for the most up to date Privacy Statement.

Further Information and Contact Details

Lero is based on the University of Limerick campus. Further information on data privacy rights is available on the UL website www.ul.ie/dataprotection and the website of the Data Protection Commissioner www.dataprotection.ie. Please contact the Information and Compliance Office in UL on queries relating to the processing of personal data on this Website. Email: dataprotection@ul.ie or Phone: 061 234393