



## **PRIVACY STATEMENT**

### **1. Introduction**

Accounting Technicians Ireland (ATI) respects your right to privacy and is committed to protecting the privacy of users of <http://www.accountingtechniciansireland.ie> (the "Website") and complying with our obligations under the General Data Protection Regulation (GDPR). We are aware that as a user of this Website you care about the security and privacy of your information. The purpose of this Privacy Statement (the "Statement") is to outline how we deal with any personal data you provide to us while visiting this Website. You should not use this Website if you are not happy with this Statement.

By visiting this Website, you are accepting the terms of this Statement. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of those other websites.

Our websites contain links to other websites. If you access another site through a link we provide, you are subject to the privacy policy of that site. When we link to another website we are not responsible for the contents and it does not constitute an endorsement of that website by ATI.

### **2. What information does ATI collect?**

2.1 We retain two types of information:

(a) "Non-Personal Data"

You can browse the Website without telling us who you are or revealing any personal information about yourself. Like most websites, we gather statistical and other analytical information collected on an aggregate and anonymous basis from all visitors to our Website. This "Non-Personal Data" comprises information that cannot be used to identify or contact you, such as your (IP (Internet Protocol) address,) under GDPR IP addresses are classified as Personal data domain name, browser type, operating system, and information such as the website that referred you to us, the files you downloaded, the pages you visit, and the dates/times of those visits, and other anonymous statistical data involving the use of our Website.

(b) "Personal Data"

"Personal Data" is data that identifies you or can be used to identify or contact you. Personal Data is collected only with your knowledge and permission, and is retained by ATI in a secure manner.

2.2 If you choose not to provide Personal Data, you can still browse and use the Website, but certain functions/services will not be available without providing the necessary Personal Data.

2.3 This Website does not use cookies to hold personally identifying information.

### **3. Purposes and lawful basis for which we hold and use your Information, including the retention periods.**

#### **3.1 Non-Personal Data:**

This information is used in an aggregate form to get a better understanding of how people use the website, e.g. which pages are most popular, which links people find most useful, etc. This helps us to improve the website and provide better information and support for those who use it. We also use cookies to help us remember and process the items in your shopping cart.

#### **3.2 Personal Data:**

(a) If you register for any of ATI's events, seminars, student and full membership, apprenticeship programme or newsletter, you will be asked to provide Personal Data such as your name, postal address, e-mail address and mobile number. In order to process personal data, ATI must have a lawful basis to do so. The lawful grounds for processing personal data are set out in Article 6 of the GDPR. These are: with the consent of the individual; in the performance of a contract; in compliance with a legal obligation; where necessary to protect the vital interests of a person; where necessary for the performance of a task carried out in the public interest; or in the legitimate interests of ATI (except where those interests are overridden by the interests or rights and freedoms of the data subject).

In the case of sensitive data, the data subject has given explicit consent (or where they are unable to do so, for reasons of incapacity of age, explicit consent must be given by a parent or legal guardian) to the processing, i.e. the data subject has been informed of the purpose/s in processing the data and has supplied his/her data with that understanding.

(b) If you wish to make any online purchases Accounting Technicians Ireland uses a secure hosted payment service, operated by Realex Payment System. Realex is PCI DSS compliant and the complete online payment is handled within their PCI DSS compliant environment. ATI do not handle, transmit or store sensitive card details

(c) ATI may use your personal information you supply us, to contact you for the purposes of delivering goods or serviced which you have ordered from ATI, responding to your sales enquiries or complaints and to inform you of upcoming seminars and educational services unless you indicate you do not wish to receive such communications. If you choose to opt-out, we will not retain any Personal Data relating to you. If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each mailing.

3.3 Personal Data is only collected from you if you voluntarily submit it to us, apart from your IP (Internet Protocol) address is considered personal data under the GDPR and this is collected by the cookies that ATI use on their website.

### **4. Disclosure of Information to Third Parties**

4.1 We do not sell, trade, or otherwise transfer your personally identifiable information to outside parties. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential as part of their contract with ATI and adhere to the Data Protection Acts.

4.2 We may also release your personal data where compliance with legal requirements is a necessity. We also reserve the right to enforce our site policies in order to protect our rights and the rights of other individuals in a manner that is safe and compliant with the law.

4.3 We do not transfer your data outside the EEA/we do transfer your data outside the EEA to a third party. If in the event that a data subjects requests personal data to be transferred to an overseas organisation, then consent from the data subject will be required.

## **5. Right of Access**

5.1 Under the General Data Protection Regulation (GDPR) you have a right to obtain a copy of any personal data that ATI hold relating to you. You can request this information by writing to the Data Protection Officer, Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2. Please enclose proof of identity and as much specific information in order to assist us to locate the data that you are interested in accessing and ATI will reply within one month.

5.2 Unless subject to an exemption the General Data Protection Regulation (GDPR), you have the following rights with respect to your personal data: -

- the right to find out, if ATI holds personal information about you. You have the right to be given a description of the personal data and to be told the purpose(s) for holding your information.
- the right to request a copy of your personal data which the ATI holds about you;
- the right to request that ATI corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for ATI to retain such data;
- [The right to withdraw your consent to the processing at any time] [Only insert if consent is relied upon as a processing condition];
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- the right to request that the ATI provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- the right not to be subject to a decision based solely on automated processing, including profiling
- The right to lodge a complaint with the Data Protection Commission.

You can request this information by writing to the Data Protection Committee, Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2. Please enclose proof of identity and as much specific information in order to assist us (to locate the data that you are interested in accessing) and ATI will reply within one month. You can also complete the Data Subject Access request form [here](#).

## **6. Cookies**

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information.

We use cookies to track your usage of the Website and help us remember and process the items in your shopping cart and compile anonymous data about site traffic and site interaction so that we can offer better site experiences and tools in the future. This website uses Google Analytics to gather anonymous statistics about visitors to the site and which pages are visited.

If you prefer, you can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies via your browser settings. Like most websites, if you turn your cookies off, some of our services may not function properly.

For more information on cookies, see our Cookie Statement.

## **7. Security**

ATI takes its security responsibilities very seriously, including by employing appropriate physical and technical security measures, conducting staff training and generating awareness, and regular reviews of these responsibilities. We will take all reasonable precautions to prevent the loss, misuse or alteration of Personal Data you volunteer. You should note however, that Internet transmissions are never completely private or secure.

You accept that any information or message you send to the Website may be intercepted or read by others. You hereby acknowledge and accept that we have no responsibility and shall accept no liability whatsoever for loss, injury or damage occasioned by the interception by third parties of your transmissions, or the disclosure of information, including but not limited to credit card numbers, nor do we offer any guarantees, warranties or indemnities as to the security or otherwise of any information which you volunteer.

## **8. Sale of Business**

We reserve the right to transfer information (including your Personal Data) to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of the Website Privacy Policy and provided that the third party only uses your Personal Data for the purposes that you provided it to us. You will be notified in the event of any such transfer and you will be afforded an opportunity to opt-out.

## **9. Changes to our Privacy Policy**

This Privacy Statement will be the subject of change and the use of information that we gather shall be subject to the privacy notice in effect. (It shall be your responsibility to check our Website frequently to see recent changes)

## **10. Disclaimer**

Neither Accounting Technicians Ireland, its directors, employees, servants or agents, consultants or sub-contractors shall be liable in respects of any claims, liabilities, costs, demands, causes of action, damages, losses, expenses (including without limitation, reasonable legal fees and costs of proceedings) arising out of or in connection with your access to or use of the Website or your purchase of goods or services from it.

## **11. Governing law and jurisdiction**

This Privacy Statement is governed by the laws of Ireland and is subject to the exclusive jurisdiction of the Irish courts.

## **Contacting Us**

If you have any questions regarding this privacy statement or any other matters relating to our privacy policy generally, you may contact us using the information below:

Data Protection Advisor  
Accounting Technicians Ireland  
47-49 Pearse Street  
Dublin 2

Email: [dp@accountingtechniciansireland.ie](mailto:dp@accountingtechniciansireland.ie)