

General Privacy Statement

myITdepartment fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with myITdepartment. Any personal information which you volunteer to myITdepartment will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Act 1988, the Data Protection (Amendment) Act, 2003 and the General Data Protection Regulation (GDPR). This statement is not deemed to be a contractual undertaking.

Website Privacy

This Privacy Statement explains the privacy guidelines that myITdepartment has adopted for its website. This policy relates to website/pages hosted under the myitdepartment.ie domain only. myITdepartment is not responsible for the content or privacy practices of external websites.

Collection and use of your personal information

myITdepartment does not collect any personal data about you on this website, apart from information which you volunteer (for example by emailing us). Any information, which you provide in this way, is used only in line with the purpose for which you provided it and is not made available to any other third parties.

myITdepartment does not retain any personal information about web visitors on this website without permission.

Technical details in connection with visits to this website may be logged on myITdepartment's server for accounting and auditing purposes (e.g. computer IP number). It is the policy of myITdepartment 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 and other administrative purposes. You should note that technical details, which myITdepartment cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of the Data Protection Acts 1988 and 2003 and/or GDPR.

Cookies

Cookies may be used by this website to collect non-personal information about how visitors use our website. Cookies may also be used to remember your display preferences (e.g. preferred text size) the next time you visit. We use cookies as part of Google Analytics, and other web analytics services that enables us to track how visitors use our website. Google Analytics uses first party cookies. You may refuse the use of cookies by selecting the appropriate settings on your browser.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of myitdepartment.ie.

Temporary session cookies may also be used in some areas to enable specific functionality. Session cookies are deleted once you leave the website. Non-session cookies exist on your computer for 30 days after you have visited but they contain no private or sensitive data (e.g. the cookie that preserves your text magnification is called “fontsize” and only contains the number 1, 2, 3, 4 or 5 depending on the magnification you last selected). myITdepartment does not use malware, spyware, or adware in any form or fashion. myITdepartment does not gather any personal information without your express permission.

Data Security

myITdepartment uses every appropriate physical and technical organisational security measures to prevent unauthorised access, alteration or destruction of your personal information. These measures are reviewed regularly. myITdepartment will store all the personal information you provide on our secure servers. However, data transmission over the Internet is inherently insecure, and we cannot guarantee the security of data sent over the internet. You are responsible for keeping your password and user details confidential. We will never ask you for your passwords.

Access and Rectification

If you become aware of any inaccuracy in the personal data you have supplied to us, please let us know and we will update our records accordingly. Under the Data Protection Acts 1988 and 2003 and GDPR you have a right to have any inaccurate data held by us rectified free of charge. You can do this by contacting us at the contact point listed below.

Pursuant to the Data Protection Acts 1988 and 2003 and GDPR, you have certain rights to obtain a copy of the data held by you, for a minimal fee. Any such requests should be made in writing (not email) to the Data Compliance Office at the address set out below.

Policy Amendments

We may update this privacy policy from time-to-time by posting a new version on our website. myITdepartment shall not notify you directly except in special circumstances. You may check the website Privacy Policy link to see the latest published policy at any time.

Queries and Concerns

Any queries or concerns you may have about the processing of your personal information on this website should be addressed to:

myITdepartment

Hazelbrook,

Athleague,

Co. Roscommon

Ireland

Tel.: 1890 483378

Email: info@myitdepartment.ie