

Co Donegal Education Centre: Privacy Policy

Privacy Policy: how we use your data.

This Privacy Policy applies to Co Donegal Education Centre website and its subdomains. We know that you care how information about you is used and eventually shared. This Privacy Policy explains what information of yours will be collected by the 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 account. If you choose to book a course from us, our third-parties payment processors, PayPal will collect your payment information. 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 PayPal 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) *Access And Retention Of Data Controlled By Our Customers:* An individual who is a current Centre customer who seeks access or wishes to correct, amend or delete inaccurate data about his/her account, will be able to do this simply editing data through the user profile form. Each customer will be able to update.

A user wishing to export or delete account data should contact us directly at admin@donegaledcentre.ie.

(d) We will retain personal data we process on behalf of our customers for as long as needed to provide our services. Co Donegal Education 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.

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:* The 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 the 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 Centre may be stored and processed in Europe by our third-party hosting provider. The Centre is not responsible in any way about 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.

The Centre is concerned with protecting your privacy and data, but we cannot ensure or warrant the security of any information you transmit to the Centre or guarantee that your information on the 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 credit card processing companies such as PayPal to bill you if you book a course. These companies do 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 Centre customers, you can review, correct, or update inaccuracies to the information about you that the 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 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 admin@donegaledcentre.ie.