# Data Privacy Policy Great White Destruction Ltd

# **PRIVACY POLICY**

Great White Destruction is committed to keeping your information private. We understand the importance of your privacy and the security of your information.

This document sets out Great White Destruction's policy regarding the information that we collect and process when you visit our web page, how we deal with your personal data which you may provide to us when you make an enquiry, do business with us or use our website.

Wherever we process information about you we will do so in accordance with this Privacy Policy. We will act in accordance with current legislation and aim to be transparent about how and why we use information about you so that you can be confident that your privacy is protected.

Please note that this Privacy Policy does not apply to any other websites which you may access from <u>www.greatwhite.ie</u> and the privacy policies of these third-party websites should be referred to.

#### How we use your Information:

#### Using our website

Our website (<u>www.greatwhite.ie</u>) uses cookies to make our site more user friendly by creating summary statistics on the number of visitors to our site and what pages are accessed more frequently. Cookies will **not** be used to contact you for marketing purposes.

You may turn off or customise your information technology settings for cookies.

#### Phoning us

Any phone enquiries are documented and forwarded to the relevant work area. The contact name, email address and phone number will remain visible to all staff tasked with dealing with the query. Great White Destruction do not record or retain phone conversations.

# Emailing us

Any emails sent to us are recorded and forwarded to the relevant work area. The sender's email address will remain visible to all staff tasked with dealing with the query. Please be aware that it is the sender's responsibility to ensure that the content of their emails is within the law. Unsolicited material of a criminal nature will be reported to the relevant authorities.

## Submitting a Contact Form

Any enquiries sent to us are recorded and forwarded to the relevant work area. The sender's name, email address and phone number will remain visible to all staff tasked with dealing with the query. Please be aware that it is the sender's responsibility to ensure that the content of their information submitted is within the law. Unsolicited material of a criminal nature will be reported to the relevant authorities.

#### Disclosure:

We will not disclose your personal data to third parties except in instances where an individual has consented to the disclosure, or we are obliged by law to disclose the data. Third parties to whom we may disclose information include organisations such as An Garda Síochána.

#### Data Retention:

Personal contact details submitted to Great White Destruction by website users are stored for 36 months before being deleted. It is kept in a secure environment and available only to those who need to access it. The retention period of an individual's personal data is reset each time there is communication with the individual *(thus setting the expiration date to the last communication date plus retention period)*.

#### Right of Access:

You have the right to be given a copy of the personal data Great White Destruction holds on you. This request should be made in writing and the data will be provided to you within 40 days of the request.

#### Right to have Inaccuracies Corrected or Information Erased:

If the personal contact details Great White Destruction holds on you is inaccurate you can request to have it updated. You can also request to have it deleted entirely from the Great White Destruction records.

## Right to Complain to the Data Protection Commission:

If you have any issues about our handling of your personal information or about our data protection compliance, you have the right to make a complaint at any time to the Data Protection Commission (DPC).

#### Changes to our Privacy Policy:

This document is under regular review and was last updated in October 2018. Great White Destruction encourage users to frequently check our policy for any modifications and to stay informed about how we protect the personal information we collect.

#### How to Contact us:

If you require further information regarding our Privacy Policy or the processing of personal data, you can contact us by telephone at 046 9557508, by e-mail at <u>david@greatwhite.ie</u> or at Great White Destruction Ltd, Unit 1D to 2B Enterprise Centre Summerhill, Co. Meath A83 XR70.