



POLICY COVERSHEET

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Approval for this policy given by:	DAI Board
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Contributors:	Governance & Policy Review Group and DPO
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Dyslexia Association of Ireland



Privacy Policy

The Dyslexia Association of Ireland (DAI) is committed to respecting your privacy, and to complying with all applicable data protection and privacy laws. We know that our members and clients like to be aware of what we do with their personal data. Therefore, the objective of this policy is to inform you how we handle your personal information.

We collect information about individuals ("Data") when they become members, use our services and our website. This privacy policy describes how we collect, use and disclose Data.

Any personal information you give to us is used for internal business purposes only. We will:

- Obtain and process (use) your information fairly and with your consent;
- Make you aware of all purposes that we intend to use your data for;
- Keep your information only for one or more specified and lawful purposes;
- Process personal information only in ways compatible with the purposes for which it was given to us initially;
- Retain it no longer than is necessary for the specified purpose or purposes;
- Protect personal information by reasonable security safeguards against loss, theft, misuse or unauthorised access.

How we use information you have provided to us

Any information you provide to us is used for the following:

- To enable us to provide you with the information and/or support services which you have requested from us.
- To process payments for membership or services you have requested from us.
- To keep you informed on our activities and updates in relation to dyslexia.
- To let you know ways in which you can support our campaigns and fundraising.
- To communicate with you in relation to your membership of DAI.
- To communicate DAI messages to you through other media channels.

How we protect your information

We implement a variety of security measures to maintain and safeguard personal information you have provided to us. This applies to data in both hard and soft copy. We use secure, password protected computers and servers, and store hard copy data securely. We have a detailed Retention Policy in place which guides confidential destruction of data no longer required.

DAI takes, and will continue to take, all reasonable steps (which includes relevant technical and organisational measures) to guarantee the safety of the data you provide to us and we will only use the data for the intended purpose.

However, the nature of the internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet will be 100% secure.

Using our website

DAI will collect no personally identifying information about you when you visit our website unless you choose to provide that information to us. The information we collect depends on what you do when visiting our website. Our website (dyslexia.ie) uses cookies. The purpose of the cookies is solely to assist us in redesigning our website to ensure we provide relevant information in an easily accessible format. For example, via Google Analytics cookies collect anonymised data on our website to help us understand how people use our website and to enable us to make improvements to the site. Please see below for our Cookie Policy.

Cookies Policy

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 lets the sites or service providers systems to recognize your browser and capture and remember certain information. We use cookies to help us compile anonymous data about website traffic and site interaction so that we can offer better site experiences and tools in the future. Our website (dyslexia.ie) 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.

Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. 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 DAI.

There are some situations where DAI may be required by law to disclose information, e.g. child protection concerns or illegal activity.

Non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses. For example, we may disclose the total number of visits to our website.

Your Consent

By using our services and website, you consent to the collection and use of this information.

Changes to our Privacy Policy

We reserve the right to make changes to our privacy policy at any time without prior consultation; these changes will be posted on this page together with the privacy policy revision date.

Contact Us

If you have any queries in relation to this policy, data protection and the information we hold, please contact our Data Protection Officer at dataprotection@dyslexia.ie. All requests will be dealt with as promptly and efficiently as possible.