POLICY COVERSHEET

Name of Policy and Version:	**PRIVACY POLICY v4.0**
Policy Status:	New Policy ☐ Revision of Existing Policy [x]
Approval for this policy given by:	DAI Board
Date of Approval:	This version of the policy was approved on 22.02.2024
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Contributors:	Governance & Risk Review Group
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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, and sets out the basis on which any personal data we collect from you or you provide to us will be processed by us.

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. This privacy policy applies to personal information we hold about individuals. It does not apply to information we hold about companies and other organisations.

We take the privacy of your personal information very seriously and will only use your personal information in accordance with the current data protection law in the Republic of Ireland and this privacy policy.

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 in both hard and/or soft copy. We use secure, encrypted and 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 websites

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 websites. Our website (dyslexia.ie, dyslexiahub.ie and adultdyslexiahub.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 it) that allows 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 websites (dyslexia.ie, dyslexiahub.ie and adultdyslexiahub.ie) use 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 own 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, e.g. Stripe and Paypal for processing payments and/or donations.

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.

Links to Other Websites

Our website contains links that lead to other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Embedded content from other websites

Articles on our websites may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that 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.