



GDPR Policy

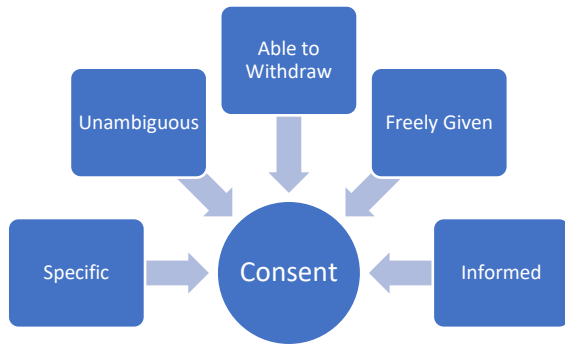
1.1 Data Protection Policy

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. Data Protection legislation (Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR). (the "Data Protection Acts") lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used, and disclosed. The Data Protection Acts also permit individuals to access their personal data on request and confer on individuals the right to have their personal data amended, if found to be incorrect. This policy outlines Company policy to help ensure that we comply with the Data Protection Acts. Inquiries about this Data Protection Policy should be made to the Company Director. The Company is committed to adhering to the requirements of Data Protection legislation to ensure when handling an employee's personal data that it is:

1. Processed lawfully, fairly and transparently;
2. Collected for specified, explicit and legitimate purposes;
3. Adequate, relevant and limited to what is necessary;
4. Adequate and kept up to date where necessary;
5. Kept for no longer than is necessary where data subjects are identifiable;
6. Processed securely and protected against accidental loss, destruction or damage.

The Company will inform employees of the purpose and use of their personal data and give a clear explanation of how it will be treated. Personal data is any information that identifies a data subject. Sensitive data is personal data that relates to a person's profile (e.g. race, health, criminal record, trade union membership, biometric data). At the time you join the Company, you are asked to give certain personal information for your records. Please remember to help us keep them up to date. Employees (data subjects), will have the right to:

- **be informed** about the processing of their personal data;
- **rectification** if their personal data is inaccurate or incomplete;
- **access** to their personal data and supplementary information, and the right to confirmation that their personal data is being processed;
- **be forgotten** by having their personal data deleted or removed on request where there is no compelling reason for an organisation to continue to process it;
- **restrict** processing of their personal data, for example, if they consider that processing is unlawful, or the data is inaccurate;
- **data portability** of their personal data for their own purposes;
- **object** to the processing of their personal data for direct marketing, scientific or historical research or statistical purposes.

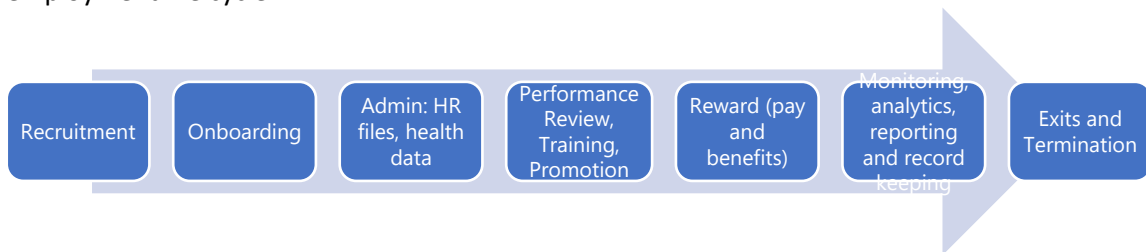


Consent

The Company is committed to review consent for existing employees and to ensure all new employees' consent is given at the time of information request. Employees will be asked to give their consent independently or freely to the specific use, purpose or processing of that data

where alternative lawful grounds for processing data is absent.

The Employment Cycle: The Company will request and maintain information during the employment life cycle.



Subject Access Request (SARs): The Company will provide an individual with a copy of the information they request without delay and within one month of request receipt. The Company will endeavour to provide employees access to their information in commonly used electronic formats, and where possible, provide direct access to the information through a remote accessed secure system. If complying with the request is complex or numerous, the deadline may be extended, and the individual will be informed within one month. The Company can refuse to respond to certain requests, and can, in circumstances of the request being manifestly unfounded or excessive, charge a fee. If the request is for a large quantity of data, we can request the individual specify the information they are requesting.

The Company have an obligation to report actual or potential data protection compliance failures.

Data Protection Principles The following data protection requirements apply to all instances where personal data is stored, transmitted, processed or otherwise handled, regardless of geographic location.

GDPR – Important Information about your Personal Data

At EMTS we are committed to protecting the personal data we hold about you and with the introduction of the EU General Data Protection Regulation (GDPR) we are taking the opportunity to update our Data Protection Notice and provide you with further information about your personal data rights and how we use your information.

What is the GDPR?

The GDPR is an update to existing data protection law effective across the EU from 25 May 2018. GDPR will give you more control over your personal data and places greater accountability on EMTS and all organisations when collecting, using and keeping safe your personal data.

Our Role

EMTS is the controller of your personal data which means that we are responsible for how your personal data is collected, used and protected. We respect your personal data and take great care to ensure security and confidentiality are maintained always. We do not share your data with any other bodies other than our regulatory body Phecc & IHF and this is strictly for auditing purposes.

What is Personal Data?

Personal data is the information which identifies you or which can be used with other information to identify you. EMTS collects personal data in a variety of circumstances in particular - registration, qualifications and examination activities, digital and postal correspondence.

How we Use Your Information

We use your personal data to facilitate your engagement with EMTS as a registered student and to help us run the administration of EMTS. Emails which are an essential part of our communications with you as a student are essential to form communication with you.

General Communications

If you are a member of our mailing list, we may send you information about EMTS and our courses including our newsletter, events and other communications we feel may be of interest to you as a registrant. We would like to continue sending you this information and will contact you shortly seeking permission to do so, and you will be given an opt out facility if you wish to stop receiving these general communications or a request can be made via email to info@emts.ie.

Cookies

Cookies is a text file that is stored on your computer's hard drive relating to your viewing history of a website. If you return to that website, it can present tailored selections to you created upon the stored information about your last visit. You can normally adjust the settings of your browser to avoid the acceptance of cookies. Cookies will not harm your system.

We use site tracking software to monitor traffic patterns and site usage to help us develop the design and layout of the website.

Analytics: In order to monitor how our sites are performing, we collect data about page visits. This information is completely anonymous — we cannot determine who it came from. When we use this data, we look at numbers of visitors overall rather than individual visits.

Analytics information is used in reports and to improve our site. For example, we have used analytics data to add, remove or change features of the site based on how popular they are with users. We track, for example

- Page views
- Popular times
- Length of visit
- Where visitors came from
- Technical data about devices or browsers used to access the site

We use Google to provide our analytics data. You can read more about how Google Analytics treats your data at: [Google: Safeguarding your data](#). You can also read [Google's full privacy policy](#).

Version	Date	Details
1	Jan 2019	Initial creation
2	February 2020	Inclusion of cookie policy.
3	April 2020	Further review ongoing to align all policies to one another. This is expected to be released April 2020.
4	April 2020	Policies aligned
5	November 2023	Policy reviewed