

Introduction

NAPD is committed to ensuring that your privacy is protected. This statement outlines the basis on which any personal data NAPD collects from and about you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how NAPD will treat it.

What data does NAPD collect and process?

NAPD will collect and process the following data about you:

- Information you give us;

This is information about you that you give us by corresponding with us by phone, e-mail or otherwise. It includes the information you supply us with when you engage in our association registration and membership renewal, event bookings, web services. The information you give us may include, but is not limited to, your name, address, e-mail address, phone number, school name, school roll-number, school contact details, your leadership position (i.e. Principal or Deputy Principal), credit card information and photograph.

- Information NAPD collect about you;

NAPD collects information about you when you visit websites; www.napd.ie, napdevents.com & napdconference.com, when you subscribe to our hub to receive newsletters and email updates; attend one of our events/conferences; and engage in business dealings with us. You are not obliged to provide us with your personal information. However, if you do not, NAPD may not be able to provide the services you have requested of us.

Why does NAPD process your data?

NAPD processes your data in order to comply with legal obligations to which NAPD is subject, to manage your membership in the Association, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services NAPD offer.

How will NAPD use your data?

When you visit our websites, an anonymous record of your visit is made. This data is then aggregated and used to determine the number of people who visit our sites and the most frequently used sections of the site. This enables us to continually update and refine the sites. If you use any forms on the NAPD websites to contact us, a record will also be made of the details you choose to include such as your name, email address, telephone number and the nature of your enquiry.

We may collect, hold, use and disclose the information collected to:

- allow us to provide you with the services you request from us;
- compile statistical data and to maintain our database;
- develop/ improve our website;
- to monitor and improve the quality of our services;
- respond to any email enquiries;
- provide you with information about other services NAPD offer that are similar to those you have already requested of us or enquired about;
- notify you of any upcoming marketing, training or other events;
- provide you with publications;
- manage systems administration;
- attend to compliance issues;
- to notify you of changes to our services;
- to allow you to participate in events organised by us or the Department of Education and Skills
- for other marketing purposes related to your role as a School Leader

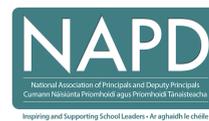
We will not use or disclose your personal information for any other purpose which is not related (or in the case of sensitive information, directly related) to the above purposes without your consent, unless otherwise authorised, required or permitted under the laws of United Kingdom and Ireland.

Who will NAPD share your data with?

We may disclose your personal information on a confidential basis to law enforcement, regulatory authorities, partners or advisors.

If NAPD engage external service providers, NAPD will take reasonable steps to ensure those entities comply with their obligations under GDPR when they handle your personal information. We will also ensure external service providers are only authorised to use personal information for the limited purposes specified in our agreement with them.

NAPD Privacy Notice



Our partners are restricted from using your data in any way other than to provide services for NAPD, or services for the collaboration in which they and NAPD are engaged. NAPD requires that all such partners enter into contractual guarantees to observe security and privacy obligations as least as stringent as those set forth in this privacy statement.

Data security

NAPD takes data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. NAPD reviews its data security measures and procedures regularly. NAPD will do its best to protect your personal data, however, NAPD cannot guarantee the security of your data transmitted to or from us by means of e-mail and any such transmission is at your own risk.

Data retention

It is our aim to only hold your data for as long as this is necessary. Unless otherwise required under applicable law, NAPD stores your data for as long as NAPD or NAPD-R provides services to you.

NAPD-R (National Association of Principals & Deputy Principals - Retired)

The NAPD maintains a database of retired members of the Association, so as to provide services to members who have retired from their roles as school leaders. Retired Members are advised to contact NAPD Head Office should they wish to be removed from this database.

Marketing

We may contact you by mail, email and telephone about our services and other events involving or relating to NAPD which may be of interest to you. You have the right to ask us to stop processing your personal data for direct marketing purposes. If you wish to exercise this right, please send us an email to info@napd.ie.

Where NAPD store your information

NAPD may store your information in different places. Physical files are stored in our office (details below). Electronic files are stored on our secure servers and in the cloud which are all GDPR compliant. Your data may be stored at a destination outside of the European Economic Area. Whenever NAPD transfer your data in such a way, NAPD will ensure appropriate safeguards are in place. You may contact us via e-mail, letter or telephone in case you wish to find out more or to obtain a copy of the appropriate safeguards.

Your rights

You have the right to request that NAPD:

- inform you whether NAPD process your data, provide you with details relating to our processing, and with a copy of your data;
- rectify any inaccurate data NAPD might have about you without undue delay;
- complete any incomplete information about you;
- erase your personal data without undue delay,
- are restricted from processing your data;
- furnish you with the personal data which you provided to us in a structured, commonly used and machine-readable format

Where NAPD processes your data solely on the basis of your consent, you are entitled to withdraw your consent at any time. This will not affect the lawfulness of our processing before the withdrawal. You also have the right to register a complaint with the Data Protection Commissioner at any time. You may exercise your rights by contacting us at the addresses or e-mail address at the end of the privacy notice.

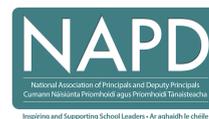
Correction requests

NAPD wishes to ensure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate or out of date.

Cookies

Cookies

NAPD Privacy Notice



We use a number of different cookies on our site and we operate an ‘implied consent’ policy, meaning that we assume you are happy with this usage. This can be changed by disabling or deleting the cookies, or using your browser’s anonymous usage setting (e.g. “Incognito Mode” in Google Chrome).

For further information on how to manage and opt-out of cookies please visit: www.aboutcookies.org

First Party Cookies:

These cookies are set by this website directly and include web analytics tools like Google Analytics which are used to collect anonymous information about how users browse the site. This cannot be used to identify personal information (e.g. name or address).

Certain cookies are deemed strictly necessary to the working of the website. For brochure sites and ecommerce sites a session cookie is necessary for remembering your login for you, whether you are a registered user or not or remembering what has been put in the shopping basket. If this cookie is disabled it will disrupt the functionality on the site.

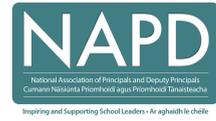
Third Party Cookies:

These cookies are set on your machine by external websites whose services are used on this site. Cookies of this type include the social network content sharing buttons across the site (e.g. Youtube and Facebook). To facilitate the implementation of these buttons, and connect them to the relevant social networks and external sites, there are scripts from domains outside of our website which we do not control and cannot access. You should check the third party websites for more information about these cookies.

Link Websites

Our website contains links to other sites. This privacy policy only applies to this website and learning management system so when you link to other websites you should read their own privacy policy.

NAPD Privacy Notice



Changes to statement

We may update this privacy statement from time to time and will publish such updated version on our website, as appropriate.

Contact details

If you would like to contact us with any queries or comments in relation to your personal data,:

Eblana Villas, Grand Canal Street Lower,

Dublin 2, Ireland

T: 01 662 7025

F: 01 662 7058

E: info@napd.ie