



Website Privacy Statement, 2015

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1.0 Introduction

The IASLT is committed to protect the privacy of individuals who visit the IASLT website and who make use of online facilities. This Web Site Privacy Statement outlines how we deal with any personal data you provide to us while visiting this web site. By visiting the IASLT web site, you are accepting the terms of the IASLT Web Site Privacy Policy.

2.0 Data Controller;

The data controller of this website is the Irish Association of Speech and Language Therapists whose office is located at; Suite 108, The Capel Building, St. Mary's Abbey, Dublin 7.

3.0 Types of Information Collected

When you visit the IASLT website we collect the following information.

Information you provide us directly:

When you become a member of the IASLT, you will be asked to provide some or all of the following information when joining or renewing. Exact information required will depend on the membership type you have applied for.

- Name
- Email address
- Gender
- Work address
- Home address
- Phone number
- Correspondence details
- Grade
- Workplace Type
- SLT Qualification
- Qualification Details

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- Education Status
- Student Information (where applicable)

When using the IASLT website & online facilities, you may be required to provide your personal data for the purposes of renewing membership, logging into the membership section of the website or completing online CPD records.

We use this information to operate, maintain, and provide to you the features and functionality of Membership. If you choose to disclose it, your email and contact details will be published in the Members Directory, This information is only accessible to those members who have also chosen to opt into the Directory Facility. We may also retain any messages you send through the IASLT website.

This information is solely for the use of the IASLT.

Analytics information:

We may directly collect analytics data, or use third-party analytics tools and services, to help us measure traffic and usage trends for the IASLT Website. These tools collect information sent by your browser or mobile device, including the pages you visit on our site and other information that assists us in improving the Service. We collect and use this analytics information in aggregate form such that it cannot reasonably be manipulated to identify any particular individual user.

Use of certain service type information we collect about you:

We use or may use cookies (see *Cookie information* :), log files & device identifiers to:

- remember information so that you will not have to re-enter it during your visit or the next time you visit the site;
- provide custom, personalized content and information;
- to provide and monitor the effectiveness of our Service;
- monitor aggregate metrics such as total number of visitors, traffic, and demographic patterns;

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- diagnose or fix technology problems;
- help you efficiently access your information after you sign in.

Cookies information:

When you visit the IASLT Website, we may send one or more cookies — a small text file containing a string of alphanumeric characters — to your computer that uniquely identifies your browser and lets IASLT help you log in faster and enhance your navigation through the site. A cookie may also convey information to us about how you use the Service (e.g., the pages you view, the links you click and other actions you take on the Service), and allow us to track your usage of the Service over time. A persistent cookie remains on your hard drive after you close your browser. Persistent cookies may be used by your browser on subsequent visits to the site. Persistent cookies can be removed by following your web browser's directions. A session cookie is temporary and disappears after you close your browser. You can reset your web browser to refuse all cookies or to indicate when a cookie is being sent.

However, some features on the IASLT Website may not function properly if the ability to accept cookies is disabled. Full details can be found on our Cookie Policy.

Email communications:

We use the information we collect or receive, such as your email address, to communicate directly with you. We may send you emails from time-time containing relevant information to your IASLT Membership. To manage and administer these emails we use a third party service - *MailChimp*. You are invited to subscribe to the mail service when you join / renew. MailChimp will ask you for the necessary information to provide a secure email delivery. If you do not want to receive such email messages, you opt out or change your preferences - <http://eepurl.com/IGzwL>

We also use your information to send you Service-related emails (e.g., account verification, membership confirmations and reminders, change of password confirmation etc.) You may not opt out of Service-related emails.

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4.0 Disclosure of Information to Third Parties

We may provide Non-Personal Data to third parties, where such information is combined with similar information of other users of our web site. For example, we might inform third parties regarding the number of unique users who visit our web site, the demographic breakdown of our community users of our web site, or the activities that visitors to our web site engage in while on our web site. The third parties to whom we may provide this information may include IASLT Council members, members of IASLT, potential or actual advertisers.

We will not disclose your Personal Data to third parties unless you have consented to this disclosure or unless the third party is required to complete an action you have requested on the website e.g. using the online CPD system with our partners that run this system. We will disclose your Personal Data if we are required to disclose it in order to comply with any applicable law or other statutory requirement

5.0 Links to other websites;

IASLT has included links to other websites on our site. When connecting to other websites you will no longer be subject to this policy but to the privacy policy of the new site.

6.0 Security

Basic Confidentiality Policy

Where personal information is required to use or interact with the IASLT Website or online Membership Services, it is our policy that this information – (as listed under 2. "Types of Information Collected") — is private and confidential. The personal information you provide to the IASLT is stored in a secure location, accessible only by appropriate staff, and is used for the purposes set forth in this policy, such as to facilitate Membership of the IASLT.

Keeping your information safe:

The IASLT cares about the security of your information, and uses commercially reasonable safeguards to preserve the integrity and security of all information collected through the IASLT Service. To protect your privacy and security, we take

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reasonable steps (such as requesting a unique password) to verify your identity before granting you access to your account. You are responsible for maintaining the secrecy of your unique password and account information, and for controlling access to your email communications from IASLT, at all times.

Website Security:

No data transmissions over the Internet can be guaranteed to be 100 percent secure. Consequently, we cannot ensure or warrant the security of any information you transmit to us and you understand that any information that you transfer to the IASLT is done at your own risk. However, the IASLT uses website security measures consistent with current best practices to protect its website, email and mailing lists. These measures include technical, procedural, monitoring and tracking steps intended to safeguard data from misuse, unauthorized access or disclosure, loss, alteration or destruction.

We realize there can be incidents of misuse or unauthorized program incursions, as almost every website, service and user encounters. In those instances, our goals are to move quickly to isolate the problem, ensure or restore proper functionality and minimize any inconvenience to our users.

7.0 Updating, Verifying and Deleting Personal Data

You may inform us of any changes in your Personal Data, and in accordance with our obligations under the Data Protection Acts 1988 and 2003, Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the Protection of Individuals with regard to the Processing of Personal Data and on the Free Movement of Such Data, and any implementing and/or amending legislation as may be adopted in Ireland from time to time, we will update or delete your Personal Data accordingly.

You may also update your account information directly at any time by logging in to your account and changing your profile settings.

To change your registered email, used to login to the IASLT System, Please contact us with your request. Contact Information can be accessed from the homepage:

<http://www.iaslt.ie>

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8.0 Changes to the Web Site Privacy Policy

If there are any changes to our Web Site Privacy Policy this document will be updated and placed on the IASLT website.