



## Document Control

Policy Title	SHS Public Websites Privacy Policy
Policy Number	097
Owner	Information & Communication Technology Manager
Contributors	Information & Communication Technology Team
Version	1.0
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Post holder responsible for review	Information & Communication Technology Manager
Primary Circulation List	Shared Drive
Web address	n/a
Restrictions	None

## Version Control

Version Number	Owner	Description	Circulation
1.0	Information & Communication Technology Manager	New	SMT



## **1.0 POLICY:**

This statement relates to Sunbeam House Services public websites

[www.sunbeam.ie](http://www.sunbeam.ie)

[www.connect.sunbeam.ie](http://www.connect.sunbeam.ie)

[www.sunbeamnews.com](http://www.sunbeamnews.com)

SHS is not responsible for the content or privacy practices of other websites. External links to other websites are not always clearly identifiable as such.

SHS fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with SHS. SHS will not collect any personal information about you on this website without your permission save in cases where SHS is required by law to do so (e.g. the investigation of a criminal offence or a breach of the Sunbeam's policies, procedures or guidelines). Any personal information which you volunteer to SHS will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Act 1988 and Data Protection (Amendment) Act 2003.

## **2.0 COLLECTION AND USE OF PERSONAL INFORMATION:**

SHS does not collect any personal data about you on their public websites, apart from information which you volunteer (for example by e-mailing Sunbeam). Any information, which you provide in this way, is not made available to any third party, and is used by SHS only inline with the purpose for which you provided it.

## **3.0 COLLECTION AND USE OF TECHNICAL INFORMATION:**

Sunbeam House Services's website uses Google Analytics to collect anonymous traffic data to the website to help SHS analyse how users use the site. The tool uses 'cookies', which are small text files stored on a user's computer. They are used to collect anonymous data on user behaviour and standard Internet activity. The information stored in the cookie is transmitted to Google and then used to evaluate visitors' use of the website and to compile statistical reports on website activity for SHS.

SHS will never (nor will SHS enable Third Parties to) use this analytics tool to track or collect any Personally Identifiable Data of visitors to SHS site. This data is completely anonymous. Users may also disable cookies from their web browser with no loss of functionality.

For further information on the privacy of Google Analytics data please visit

<http://www.google.com/analytics/learn/privacy.html>

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Technical details in connection with visits to SHS website may be logged by SHS internet service provider for accounting and auditing purposes.

It is the policy of SHS not to disclose such technical information in respect of individual website visitors to any third party (apart from SHS internet service provider, which records such data on SHS behalf and which is bound by confidentiality provisions in this regards, and Google as outlined above), unless obliged to disclose such information by a rule of law. The technical information will be used only for statistical and other administrative purposes. You should note that technical details, which SHS cannot associate with any identifiable individual, do not constitute 'personal data' for the purposes of the Data Protection Act 1988 and Data Protection (Amendment) Act 2003.

This statement explains the Internet Privacy policy that SHS has adopted for its websites. However, in legal terms it shall not be construed as a contractual undertaking. SHS reserves the right to review and amend this statement at any time without notice.