

# O'Dwyer & Company

## Privacy Statement

### Introduction

Your privacy is important to **O'Dwyer & Company**. This privacy statement sets out how we will protect your data, in line with current Irish and EU legislation, through appropriate organisation and technical security measures/processes. It also describes your rights in relation to that data.

**O'Dwyer & Company** reserves the right to make changes to this statement, as necessary. When we do so we'll make previous versions available, on request, so you can see what these changes are. If any such changes alter key aspects of the notice or its meaning, we will notify you of those changes in advance. We encourage you to occasionally review this page for information on our latest practices.

This privacy notice specifically covers e-mail marketing and communications. Should you access our services, we will seek additional explicit consent, usually by means of written communications such as a letter of engagement where the scope and price of the service will be mutually agreed and the purposes for which we collect and process your data will be clearly set out in writing for you. We will also provide you with an appropriate privacy notice.

A full list of your rights under the General Data Protection Regulation ([GDPR](#)) is shown below in paragraph 9.

### 1. How O'Dwyer & Company collects personal data

You can give us your personal data in many ways. For example, when you ask us to provide you with a consulting service or training, to purchase a manual or template document, you may also register through our website to receive our regular technical blogs, sign up to attend a training course or when making enquiries about our services.

When we collect data from you we will ensure it is adequate for the purpose and never excessive. We would like to send you marketing communications to keep you up to date with any updates to the range of services available to you, but we will only do so, if you provide us with your express consent. You can change your mind and opt out of this type of communication at any time, by following the directions included in those communications.

All the personal data we hold about you will be processed by our staff in Ireland and no third parties will have access to your personal data, except where already stated above, unless there is a legal obligation for us to provide them with this.

Should you not opt out, any consent provided will expire automatically after 5 years, unless subsequent consent has been provided in that time.

### Data Collection – Client Engagements

We need to know basic personal data to provide you with our services, and to claim our right to be paid in return for our services, under our standard terms of engagement/contract we have with you. If you do not provide this information, then we will be unable to provide the services you have requested. We will not collect any personal data from you that we do not need to provide and oversee the services that we have agreed to provide.

## 2. How O'Dwyer & Company uses your personal data

- **Eligibility verification** - as a consulting and training provider, **[Insert Name of Practice]** has a legitimate interest in retaining your personal data to provide our training/consulting services and provide you with updates to our manuals/templates from time to time (this does not affect your right to object, at any time, to this type of processing).
- **Marketing** - we will only send e-mail electronic communications. We will record your mailing preferences. We will use this information to keep the quantity of communications appropriate and to make sure any communications are as relevant as possible.
- **Management reporting and business planning** - we may produce internal documents, analysing our interaction with clients, to monitor our own activities.
- **Data validation** - **O'Dwyer & Company** always strives for the highest level of accuracy in the data we hold. This includes contacting you directly to check the data we hold is accurate. This minimises the possibility of sending information to you at an incorrect e-mail address.
- **Disclosures required by law** - the law can require the disclosure of information for various reasons, in such circumstances **O'Dwyer & Company** must comply with those requests.

## 3. Sharing

While doing business with you, **O'Dwyer & Company** may share information with carefully selected organisations we engage with to provide certain services. These include:

- Data storage services, such as **DC Networks** for cloud storage and data management;
- IT providers;
- Financial organisations such as banks and building societies.

Please note that outside of the EU member states, privacy laws may not be equivalent to those provided by the GDPR. In such countries, **O'Dwyer & Company** and any third party processors will still handle your data as described in this document, ensuring appropriate security measures in line with legislation.

## 4. Protecting your data

**O'Dwyer & Company** ensures the highest levels of security, both with technical encryption and passwords and organisational, when collecting and processing data, and when your data is in

transit and when at rest on the cloud or on our servers. This is regularly reviewed to ensure those measures remain effective and up-to-date with the latest available technologies.

## 5. Retention of data

To ensure we can perform our services, we will retain basic data provided to us normally for a minimum of seven years. It is in the legitimate interests of **O'Dwyer & Company** to be able to do so and to ensure that we can provide support to you for the minimum period allowed under Irish law and regulation. For this reason, we will retain these records only for the period allowed under Irish and EU law and regulation, unless you object or request to engage your right to be forgotten.

When visiting the **O'Dwyer & Company's** website, we may use features which collect your IP address and data on which pages you are visiting on our site.

We may also issue cookies to enable certain features to function properly, track traffic on our website or improve user experience in other ways. Cookies place certain information on your device to allow this to happen. For up-to-date information on this, please refer to **O'Dwyer & Company's** cookie policy at: [odwyerandco.ie](http://odwyerandco.ie). This allows us to tailor your experience and electronic marketing to what we think you want to see.

## 6. Categories of data we collect

- Personal data: name, and title and on occasions date of birth, date of marriage, VAT and PPS numbers;
- Contact data: postal address, email address and telephone numbers.

## 7. Rights

Current legislation provides the following rights for individuals in relation to their personal data:

- The right to access the personal data we hold on you;
- The right to correct and update the personal data we hold on you;
- The right to have your personal data erased;
- The right to object to processing of your personal data;
- The right to data portability;
- The right to withdraw your consent to the processing at any time for any processing of personal data to which consent was sought;
- The right to object to the processing of personal data where applicable;
- The right to lodge a complaint with the Irish [Data Protection Commission](http://www.dataprotection.ie).

## 8. Contact

If you have any questions regarding this statement or you wish to discuss your data, you can contact **O'Dwyer & Company's** Data Protection Representative at [odwyerandco@eircom.net](mailto:odwyerandco@eircom.net) or by writing to:

**Edmond O'Dwyer**

**O'Dwyer & Company**

**74 Amiens Street**

**Dublin 1**





