

Data Protection Privacy Notice

This Privacy notice and the Conditions of use, makes it clear how any of the personal data that is transferred from you to us, will be processed by us. Please take time to read all the information contained, so that you can get a full understanding of our views and practices regarding the processing of your personal data. For the purpose of Data Protection legislation, we (as defined and detailed in this website (Forward Emphasis International website) are the data controller.

Information we may collect from you

We may collect and process the following data about you:

- Data input by you, through the process of any form filling that is required to access our website to register, subscribe, post material or by requesting further services. We may also ask for personal information from individuals for the purposes of providing our services, when they enter competitions, or promotions which are sponsored by us or even when a complaint is registered on our system.
- Data provided by you when contacting us, which we will be required to keep a record of.
- Data provided by you following us asking individuals to complete surveys, which are used for the purposes of research, response to these surveys are optional.
- Data from Website traffic, including visits, but not limited to location data, weblogs, and other communication data.

What we use your personal information for:

- To provide and improve this website.
- To provide and improve our services to our clients, which includes the handling of personal information of others on behalf of our clients.
- To compile anonymous statistics, for example, website usage statistics.
- To market our services.
- To allow us to best manage and develop our relationship with our clients.
- To fulfil our legal obligations.
- For the purposes of recruitment.
- For other legitimate business purposes.

IP addresses

At times, it may be necessary for us to collect information about your computer, including your IP address, operating system, as well as browser type, for system administration and to report aggregate information to our advertisers. Aggregate information, is statistical data about our users' browsing actions and patterns, and will not identify any individual.

Electronic communications

Any Information that any individual submits to us, may not be secure and therefore, will not be placed under the privileged or confidential banner.

We store your personal data, in a way that may require that on occasions and with your consent, we transfer, store, and process your information. While we employ the highest standard of security measures, which are designed to protect your personal information, we cannot fully guarantee the security of your data transmitted while being transferred to our website. However, once we have received any personal information about you, we will always use strict procedures and security features to reduce the risk of a security breach.

Personal information is used:

- To ensure that any content from our website is maintained and is efficient, so that individuals have easy access and usage.
- To provide individuals with information regarding services, that are requested from us, or any other services that we feel may be of interest to our clients, or if an individual has purposefully consented.
- To allow us to carry out obligations arising from any contract which has been entered between us and individuals.
- To allow individuals, who choose to participate in any interactive features, of any of our services.
- To allow us to notify our clients of any changes to our services.

Disclosure of your information

We may disclose your personal information to:

- Any member of our establishment.
- Data processing companies, mailing houses and other third parties, working on our behalf.
- At times, we can be placed under a duty to disclose or share the personal information of individuals. This duty comes from legal obligations or when necessary to apply our terms and conditions: or to protect your rights, property, or safety or those of our clients or others. This includes the exchanging of information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
- At times, there is also a request from Governmental Departments, the Police and other enforcement agencies. If these requests are submitted, by one or the other and there is a valid legal basis for such as request, then any personal information will be transferred.

Your Rights

Under current data protection legislation, any personal information that we hold must be both accurate and up to date. If your data is processed by Forward

Emphasis International (more commonly referred to as FEI), you have certain rights in relation to that data. We may require further information from you before we can respond to your request. The scope of certain rights may be subject to certain restrictions or exceptions provided for under data protection legislation.

You may exercise your rights by contacting us by emailing dataprotection@forwardemphasis.ie

You hold the right to request details of the information that we hold about you, to rectify or have the information deleted at any time under data protection legislation. For additional information on this, please contact us by sending an email to dataprotection@forwardemphasis.ie or in writing to:

FEI,
Malmar House,
Bree,
Malin Head,
Co.Donegal.

If you are not satisfied with any of our responses to any queries, then you can submit a complaint to:

If Contacting from NI
Information Commissioners Office
3rd Floor
14 Cromac Place
Belfast, BT7 2JB
Telephone: 028 90 278757
Email: ni@ico.org.uk

If Contacting from ROI
Data Protection Commissioner
Canal House
Station Road
Portarlinton
R32 AP23 Co. Laois

Telephone: +353 57 8684800
+353 (0)761 104 800

E-mail: info@dataprotection.ie