

## Security and Privacy

**Gerriko S-E-T Technology Solutions Ltd.** (otherwise referred to as “Gerriko”) acknowledges your right to privacy and has adopted a policy whereby all information management systems, including this website, will not amass any personal information without your permission. Any personal information which you volunteer to Gerriko will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 & 2003. Your rights to obtaining copies of your personal data, and any requests to amend, update or delete personal data will be honoured if in accordance to legislation. Some requests may be subject to a prescribed fee.

The aim of this document is to inform you what personal and non-personal data is collected by Gerriko and how it uses any of this data, which may have been collected through this web site. By visiting this web site, you are accepting the terms of our Data Privacy Policy. If you are concerned about how personal data is processed via our website, please do not hesitate to bring such concerns to our attention, using the contact details provided below. Any external links to other web sites are clearly identifiable as such, and we are not responsible for the content or the privacy statements or policies of these other web sites.

For the purposes of this document:

- Personal Data is noted as: your name, position, company, email address, physical address and telephone / fax number; and
- Non-Personal Data is noted as: general demographic information (e.g. county) and technical information (e.g. what is provided through Google Analytics).

### Information collected by our website ([www.gerriko.ie](http://www.gerriko.ie))

Gerriko does not collect any personal data about you on this website, apart from the information which you volunteer to Gerriko when submitting an online enquiry form or through an email. Any information which you provide through the online enquiry form or through email is never made available to any third parties and is only used by Gerriko in line with the purpose for which you provided it. Particular anonymous references contained in your personal data, such as your county, may be used internally for statistical and marketing management purposes only.

This website does not use cookies (refer to Wikipedia for definition of cookie), apart from temporary "session" cookies which enables your web browser to remember which pages on this website were visited. You are therefore able to use this website with no loss of functionality if your web browser has the “cookies disabled” security option selected.

Like most websites you visit, technical information is collected by us when you visit our website and this information is logged by our internet service provider for statistical purposes (through Google Analytics and through other similar website analysis packages). None of this information collected, can be used by Gerriko or even our internet service provider to identify you as an individual website visitor. Gerriko will at no stage attempt to identify individual users, or to associate the technical details collected with an individual. Furthermore, Gerriko will never knowingly disclose such technical information to any third party (apart from our internet service provider, which records such data on our behalf and is bound by confidentiality provisions in this regard), unless obliged to disclose such information by a rule of law.

For the purposes of this document and our Data Privacy policy, technical details logged could contain the following items:

- an IP address of your web server - every server connected to the web has a unique IP address, which will be logged but this IP address dynamically changes every time a connection is made;

- the top-level domain name used (example .ie, .com, .co.uk, .org, .net, .biz);
- type of web browser used;
- the previous website address from which the visitor reached us, including any search terms used; and
- click-stream data which shows the traffic of visitors around this web site (for example pages accessed and documents downloaded)

## **Purpose of Personal Data collected**

Any Personal Data which you voluntarily provide to us will be used for the following purposes:

- to help us address your personal query or request and to ensure that your query or request was properly dealt with (we will only be using the name you provided to us, to address you personally should we need to e-mail you. If no name is contained in email correspondence, the email address itself may be used);
- to provide you with the services or products which you may have ordered;
- to contact you directly, if required in connection with your service or product order, or to respond to any communications you might send to us; and/or
- to send you any company newsletters and/or to communicate with you about particular promotional activities, should you have opted in to receive this particular information.

## **Purpose of Non-Personal Data collected**

All Non-Personal Data gathered from our web site visitors is used to gain insight as to how visitors found our website (e.g. for purposes of search engine optimisation) and how these visitors (collectively) navigated through our website, in order to help us better organise the design of our web site structure and its content. Changes to our Data Policy Any changes to our Data Privacy Policy will be posted directly on this website. We will not notify individuals by email or any other means, unless required by changes to legislation which impact our policy.

## **Amendments / Updates**

This website privacy policy was updated on 30th October 2010 (recorded as version 1.02).