

Mailing Lists: Privacy Notice

This Privacy Notice explains how Carlow College, St Patrick's (Carlow College) uses your personal data when administering mailing lists. This Privacy Notice contains information we are required to give you under the General Data Protection Regulation (GDPR). **We, our** and **us** refer to Carlow College.

What personal data will be processed?

We only use information that is necessary to communicate with you. This may include:

- Your name and contact details (including your postal address, email address and phone number).
- Your job title (if relevant).
- Programme and stage of registered learners.
- We also keep details of the communications we send you and any contact between you and Carlow College.
- Your marketing preferences.

What is the purpose of the processing?

The purpose of the processing is to supply you with information that you have requested.

What is the legal basis for the processing?

We process mailing lists based on your consent. When you are asked for consent, you may grant or refuse it, and you may also later withdraw your consent. You can withdraw consent and unsubscribe to the communication by following the instructions on any communication we send you. Alternatively, you can contact us at marketing@carlowcollege.ie or 059-9153200 at any time.

Mailchimp

Some mailing lists may be processed using an external provider's services e.g. Mailchimp. Mailchimp provides tools that may be used to monitor the effectiveness of communications, including email tracking that records when an email is opened and/or which links are clicked within the message. Mailchimp does this by using technologies that are similar to cookies. Further information is available in Mailchimp's [Cookie Statement](#) and [Privacy Notice](#). Carlow College may use arising data in an aggregate manner but does not profile individuals.

Who will your personal data be shared with?

Your data is available to employees of Carlow College in a manner commensurate with their duties.

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Carlow College uses some third-party services to process data on its behalf. Where Carlow College uses third-party services, including those based outside the European Economic Area (EEA), we will ensure that an appropriate contract is in place to protect your data.

Mailing lists are not sold by Carlow College, and are only used as required or permitted by law or court order.

How long is your data kept for?

We will keep your contact details until you unsubscribe from receiving a specific communication. We will delete your contact details if we become aware that they are out of date or incorrect. Please note that if you are subscribed to multiple mailing lists, you may need to opt out of each. If we use your data for another legitimate purpose, we will continue to retain it.

Your Data Protection Rights

The GDPR gives individuals whose data is processed (data subjects) the following rights:

- To receive information about how we process your data
- To access the personal data we hold about you
- To request the rectification of incomplete or incorrect data
- To request the erasure of data
- To restrict data processing
- To object to data processing
- Data portability
- Rights in relation to automated decision making and profiling

Contact us

If you wish to exercise your Data Protection rights or have a query about this Privacy Notice, please contact:

Bernie Deasy

Data Protection Officer,

Carlow College, St Patrick's,

College Street,

Carlow.

059-9153200

dataprotection@carlowcollege.ie

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How to make a complaint

If you are unhappy with how your personal data has been processed, we encourage you to contact us in the first instance. However, you have the right to complain to the Data Protection Commission:

Data Protection Commission,

Canal House, Station Road,

Portarlinton,

Co. Laois.

076-104800 / 1890 25 22 31

info@dataprotection.ie