

Privacy Policy

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## Privacy policy

This is the privacy policy of Media Central Ltd and their legal successors.

This policy explains our approach to digital information collection, storage and use in connection with all our digital content. We are committed to protecting your privacy. Media Central Ltd will ensure that it keeps all personal data you provide to us in accordance with our obligations under the Data Protection Acts 1988 to 2018 and General Data Protection Regulation (GDPR) (EU 2016/679).

We may update this policy from time to time, so please review it regularly. If you have any questions about this policy or the information which we hold, please contact us at: [info@mediacentral.ie](mailto:info@mediacentral.ie) or write to us at Media Central, The Malthouse, Grand Canal Quay, Dublin 2.

This policy applies to Media Central Ltd's digital services only and not to other websites, APPs, social media sites linked to or from Media Central Ltd digital services.

### 1. The information we collect

Media Central Ltd will never collect any unnecessary personal data from you and will not process your information in any way, other than as specified in this notice.

The personal data that Media Central Ltd collects if you make direct contact can be:

- Name
- Email
- Contact Phone Number
- Home Address

Media Central Ltd collects your personal data when you;

- fill out a contact form on our website
- email the company
- contact the company directly

### Automatic Data Collection

Media Central Ltd use cookies to track the performance on our website.

Full details of the cookies we use and what they can do can be found in our Cookie Policy.

### Google Services

Media Central Ltd uses Google Analytics to monitor the usage of its digital assets, this is based on legitimate interest and is an essential part of the running of any website. It provides the information we require to manage our server capacity and the popularity of our content. This information is anonymous. Please see : <https://www.google.com/analytics/learn/privacy.html> for more details .

### Social Media

You should be aware that you may be making available personally identifiable information about yourself when you submit material to our social media pages or to other interactive elements of our digital services.

## **2. How we use the personal data we collect:**

Media Central Ltd takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice.

We do not employ automated decision-making methods to any of your personal data stored.

*The purposes and reasons for processing your personal data are detailed below: -*

- We collect your personal data that you provide us with when you contact us directly to respond to your specific inquiry or to administer the relevant site activity where we have a legitimate interest.
- Comply with legal regulatory requirements and legitimate business purposes

## **3. Your Rights**

You have the right to access any personal information that Media Central Ltd processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you wish to make a Subject Access Request you can email [SAR@MediaCentral.ie](mailto:SAR@MediaCentral.ie)

You have the right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

You have the right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

You have the right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

You have the right of portability – you have the right to have the data we hold about you transferred to another organisation.

You have the right to object – you have the right to object to certain types of processing such as direct marketing.

You have the right to object to automated processing, including profiling

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## **4. Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this policy or where there is a legal requirement.

## **5. Our commitment to security**

Media Central Ltd takes your privacy seriously, we employ appropriate technical and organisational security measures to prevent unauthorised access, alteration, disclosure or destruction of your information.

We use the following industry standard methods to protect your data:

- SSL (HTTPS) Across all websites
- Encryption
- Enterprise firewalls

Unfortunately, the sending of information via the internet is not completely secure. Although we will do our utmost to protect your information, we cannot guarantee the security of your data sent to our digital services within Media Central Ltd ; any sending of information is therefore at your own risk.

## **6. Transfer Outside the EEA**

Media Central Ltd do not use services that may be hosted/stored outside the EEA .

## **7. How Long We Keep Your Data**

Media Central Ltd only ever retains personal information for as long as is necessary to provide the service you have.

We have retention policies in place to meet these obligations.

## **8. Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by Media Central Ltd, or how your complaint has been handled, you have the right to lodge a complaint directly with the Data Protection Commissioner and Media Central Ltd.

The details for each of these contacts are:

Data Protection Commissioner  
Canal House  
Station Road  
Portarlinton  
R32 AP23  
Co. Laois  
Phone: 1890 252 231  
Fax: +353 57 868 4757

Media Central Ltd  
Att:GDPR TEAM  
The Malthouse  
Grand Canal Quay  
Dublin 2  
Co Dublin