

A O Loingsigh (Baile Mhic Ire) Teo.

Privacy Policy

This Privacy Policy outlines your rights, the information we may collect about you in general and through our websites (www.hlynch.ie & www.cremationproducts.ie), and how A O Loingsigh Teo uses this information. A O Loingsigh Teo is the data controller of data gathered from our customers and via our websites.

If you have any questions about our Privacy Policy, please contact us at info@hlynch.ie

Information that we collect

A O Loingsigh (Baile Mhic Ire) Teo need to collect basic business and personal data in order to support our legitimate interests in managing our business and providing products to our customers. We may collect personal data such as relevant contact information including but not limited to relevant business contact names, address, email address, telephone numbers and any other contact information that we require in order to provide you with our products.

A O Loingsigh (Baile Mhic Ire) Teo is committed to protecting our customers' privacy and processing data in line with all relevant Data Protection Legislation. For the purposes of this policy the term processing includes the initial collection of personal data, and holding and use of such data, as well as access and disclosure, through to final destruction.

This policy sets out the basis on which we collect, use and disclose the personal data of our customers, as well as your rights in respect of personal data.

Use of customer data

All personal data we hold is processed by A O Loingsigh (Baile Mhic Ire) Teo staff. We will not sell, distribute or lease your personal information to third parties unless there is a legal obligation for us to do so.

Your rights

If you believe any information we process on you is incorrect, you can request to see it and have it corrected or deleted. If you are unhappy with how we handled your personal data, you can contact us at info@hlynch.ie

If you are not satisfied with our response or think we are not in compliance with the law, you can complain to the Data Protection Commissioner, at info@dataprotection.ie.

Your rights under General Data Protection Regulations (GDPR) are:

- You have the right to access the personal data we hold on you
- You have the right to correct and update the personal data we hold on you
- You have the right to have your personal data erased
- You have the right to object to processing of your personal data
- You have the right to data portability
- You have the right to object to the processing of personal data where applicable
- You have the right to complain to the Data Protection Commissioner

Sharing Customer Data

Personal data will only be shared with third parties including other data controllers where it is necessary for the performance of A O Loingsigh duties as a data controller. For example an external contractor may be required to back-up office administration services.

Accuracy

We take reasonable steps to ensure that your personal information is accurate, complete and current. Please note that you have a shared responsibility with regard to the accuracy of your personal information. Please notify A O Loingsigh (Baile Mhic Ire) Teo's main office or email address of any changes to your personal information.

Access

You may reasonably access and update the personal information pertaining to you that is on file with A O Loingsigh (Baile Mhic Ire) Teo free of charge. You can exercise this right by contacting A O Loingsigh (Baile Mhic Ire) Teo's main office (contact details below). We provide contact details at the end of this Policy for you to use if you have any complaint about our processing of your personal data. If you are not satisfied with the way we deal with this issue, you have the right to lodge a complaint with the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois.

Security

A O Loingsigh (Baile Mhic Ire) Teo takes its responsibilities to secure your personal data seriously and will take all reasonable efforts to protect your information from loss, misuse, unauthorised access, disclosure, alteration and destruction. Appropriate technical and organisational measures are in place to prevent unauthorised or unlawful processing of Personal data and against accidental loss, destruction or damage to personal data.

Data Collection by A O Loingsigh Teo websites

Use of our websites (www.hlynch.ie and www.cremationproducts.ie) do not require registration of personal information. If you use the contact form on the A O Loingsigh Teo websites, the information may be used, stored and maintained for the purposes you requested, unless we obtain your specific consent for other uses, or unless otherwise required or permitted by law.

A O Loingsigh Teo may collect information about your activity at the above websites. The websites may automatically recognise and store information about the type of browser you are using, your Internet Protocol ('IP') address, the time, the date, the length of your visit and the referring websites. This information is collected via computer code sent to your computer (commonly referred to as 'cookies').

A O Loingsigh Teo policy is to limit the information collected to the minimum required to complete a website visitor's request.

A O Loingsigh Teo does not seek any sensitive information through our websites.

If you use our website, or submit information to us through it, you consent to the collection and use of your information as described in this Policy Notice.

Cookies

Cookies are a small piece of computer code that a website can send to your (the visitor's) computer so that it will be recognised by that site on your return. Cookies allow web servers to recognise computers connecting to them, speeding up the download of pages. Cookies may also be used by A O Loingsigh Teo to establish statistics about the use of the website by visitors, by analysing data such as pages visited, browsing time, site performance, etc. Use of such data helps A O Loingsigh Teo to improve the quality of our website.

The data collected by A O Loingsigh Teo through cookies will not be kept for longer than is necessary to fulfil the purposes mentioned above. In any event, such information may not be kept for longer than two years.

Browsing data about visitors is automatically collected by A O Loingsigh Teo servers. If you do not want to have this data collected, please do not use our website. You can also set your browser to prevent the acceptance of cookies, or to notify you user when a cookie is being recorded. For optimal use of our website, we recommend that visitors do not block cookies.

All cookie data collected from A O Loingsigh Teo website visitors will be protected from unauthorised access.

Retention

We will generally maintain your personal data while you are our customer and as a general rule we keep your information for a specified period of time when you cease to be a customer. Typically this period is 7 years however it may be held for a shorter period of time unless otherwise requested by you.

Review

This policy will be reviewed periodically and will be updated as necessary.

Contact Details

If you have any questions about this Policy, or you wish to make a Subject Access Request, then please contact us as follows, making your request or query clear:

E-mail: info@hlynch.ie

Telephone: 026 45050

Postal address: A O Loingsigh (Baile Mhic Ire) Teo, Ballymakeera, Co. Cork
P12 R291, Ireland

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