

## **ASTI Website Privacy Policy**

The ASTI fully respects your right to privacy.

This policy describes how the ASTI treats ASTI Website Users' information; it does not cover how third party organisations linked from and/or associated with the ASTI website, treat Users' information. Please read the following carefully to understand the views and practices of the ASTI regarding Users' personal data.

### **Commitment to Privacy**

This Privacy Policy was developed as an extension of a commitment to combine the highest quality services with the highest level of integrity in dealing with members and the public. This Policy is designed to assist Users of ASTI web services in understanding how the ASTI collects, uses and safeguards the personal information provided by Users and to assist Users in making informed decisions when using the ASTI website, products and other services. This statement will be continuously assessed against new technologies, business practices and members' needs.

### **What Information does the ASTI Collect?**

When a User visits the ASTI website, the following information may be collected, including but not limited to:

- Personal information the User knowingly chooses to disclose that is collected on an individual basis, and
- Statistical web site use information collected on an aggregate basis as Users browse through ASTI website.

Some interactive features require that the User provides their email address which is then stored in a file so that the User is included in a list of recipients. The ASTI provides the same protections for these electronic communications that are employed in the maintenance of information received by mail and telephone.

### **ASTI Members' information**

In order to facilitate access to the Members' Area, ASTI members' names and membership numbers are recorded. This enables the website administrator to enable access to ASTI members to the ASTI members' area. This area is not accessible to the general public.

### **Branch Information**

The Members' Area is password protected area contains information for the benefit of ASTI members only including names and contact details for branch officers/CEC members/ Standing Committee members. Members should note that this information should be used for ASTI purposes only and should not be passed to third parties.

### **Analytics**

The ASTI uses third party analytics (Google Analytics) to analyse the use of the ASTI website.

This does not identify the individual User, but rather the operating system, location, pages visited etc. of the device used for browsing.

## Cookies Policy

In common with most other websites, we use cookies and similar technologies to help us understand how people use ASTI so that we can keep improving our website. We have created this Cookies Policy to provide you with clear and explicit information about the technologies that we use on ASTI, and your choices when it comes to these technologies. If you choose to use the website without blocking or disabling cookies or opting out of other technologies, you will indicate your consent to our use of these cookies and other technologies and to our use (in accordance with this policy and the rest of our Privacy Policy) of any personal information that we collect using these technologies. If you do not consent to the use of these technologies, please be sure to block or disable them using your browser settings.

### What are cookies?

Cookies are small text files that are placed on your computer by websites that you visit. These text files can be read by these websites and help to identify you when you return to a website. Cookies can be “persistent” or “session” cookies. Persistent cookies remain on your computer when you have gone offline, while session cookies are deleted as soon as you close your web browser.

To find out more about cookies, including how to see what cookies have been set and how to block and delete cookies, please visit <http://www.allaboutcookies.org/>

### Types of Cookies

**We Use Functional:** These cookies are integral to the website functionality.

**Security:** These cookies allow us to secure access to your account without additional authentication.

**Analytics:** We track site traffic patterns so we can identify popular site content and potential site problems.

### Your choices regarding Cookies

You can choose to have your computer warn you each time a cookie is being set, or to turn off all cookies. You can set these preferences within your browser settings. However, each browser is different so check your browser's Help menu to learn how to modify your cookies. If you turn cookies off, you won't have access to many features that improve your experience. Also, most services which require a login will not function at all. You can also visit <http://www.allaboutcookies.org> for details on how to delete or reject cookies and for further information on cookies generally. For information on the use of cookies in mobile phone browsers and for details on how to reject or delete such cookies, please refer to your handset manual. Note, however, that if you reject the use of cookies you will still be able to visit our website but some of the functions may not work correctly.

### Sharing Information with partners and third parties

Except as provided for in this Privacy Policy, the ASTI does not sell, share or otherwise disclose personal or website information with partners or third parties, unless the explicit consent of the User has been received.

### **External Links**

The Site contains links to other sites. The ASTI is not responsible for the privacy practice or security practices or the content of such sites.

You should be aware that the service that we provide may enable or assist you to access the website content of, correspond with, and pay for services via third-party websites and that you do so solely at your own risk.

The ASTI has no liability or obligation in relation to the content or use of, or correspondence with, any such third-party website, or any transactions completed, and any contract entered into by you, with any such third party and the use by any such third-party of your personal data. We do not endorse or approve any third-party website nor the content of any of the third-party website made available via our website. We encourage you to carefully familiarize yourself with terms of use and privacy policies applicable to any websites and/or services operated by third parties.

### **Security**

This Site has security measures in place to protect the loss, misuse and alteration of the information under the ASTI's control. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while the ASTI strives to protect all Users' personal information, the ASTI cannot ensure or warrant the security of any information transmitted to the ASTI, Users do so at their own risk. Once the ASTI receives Users' transmissions, the best effort is made to ensure its security on the ASTI's system.

### **How Can Users Access and Correct their Information?**

Under the General Data Protection Regulation a User has a right to find out, free of charge, if a person (an individual or an organisation) holds their information. A User has a right to obtain a copy, clearly explained, of any information relating to them by any entity or organisation.

If a User wishes to obtain information on their data they can contact the ASTI at [info@asti.ie](mailto:info@asti.ie) Please include any information, such as ASTI membership number, name and/or date of birth, which will assist in locating records.

### **Legally Compelled Disclosure of Information**

The ASTI may disclose information when legally compelled to do so; in other words, when, in good faith, it is believed that the law requires it or for the protection of the ASTI's legal rights.

### **Users' Consent**

By using the password protected areas of this website you consent to the collection and use of personal information, as indicated at the time of registration, for trade union membership purposes only. Information collected by us will allow us to improve our methods of communication with our members. If the ASTI wishes to seek your consent to use this information for other specific purposes, we will inform you.  
This Policy was updated in January 2018.