

# **Website Privacy Statement**

**Booklet A**



## **EXPLANATORY NOTE**

### **Privacy statement for website**

This is the equivalent of the Privacy Notice referred to in the main booklet. This should be accessed by way of link on the Practice's website and it sets out details in terms of a Cookies Policy etc... Each Practice may wish to confirm its accuracy with its IT providers as it may vary depending on the website.

## **PRIVACY STATEMENT FOR WEBSITE**

### **1. WHO WE ARE**

When we talk about Romeril Forensic Engineers or “we”, “our” or “us” in this statement, we are talking about Romeril Forensic Engineers. Romeril Forensic Engineers fully respects your right to privacy and we are committed to ensuring that your privacy is protected. Please read the following to learn more about how we collect, use, process, and disclose your information, including personal information and how we keep it secure. For the purpose of the EU General Data Protection Regulation 2016/679 and the Data Protection Act 2018 (the “Act” the data controller is Romeril Forensic Engineers whose registered office is at The Mews, Montague Court, 7 – 11 Montague Street, Dublin 2.

### **2. WHAT DOES THIS PRIVACY STATEMENT COVER?**

This Privacy Statement covers our treatment of your personal information that we gather when you are using our services or when you contact us in any manner. We gather various types of information, including information that identifies you as an individual (“**Personal Information**”) as explained in more detail below.

### **3. WHAT INFORMATION DO WE COLLECT?**

We collect information from you from three (3) main sources. This includes information we collect, (1) directly from you as a client, (2) for relationship management purposes.

#### **3.1 Personal information we collect directly from you as a client**

We collect the following Personal Information directly from you or the organisation you are connected with when you or the organisation enquires about or engages us to provide engineering services or an expert engineering opinion

- Name
- Address
- Date of birth
- Civil status
- Contact details
- PPS number
- Job description
- Work/Career history
- Photo
- Records (including training records)
- Licences and permits (including but not limited to driving licence, CSCS certificates of competence)
- Car registration number (in the case of an RTA)
- Documentation which may be provided in connection with any incident

- General correspondence
- Correspondence and minutes of meetings
- Emergency contact details
- Signed confidentiality agreement
- CCTV images captured through the legitimate use of CCTV

It is your responsibility to ensure that all Personal Information you provide us with is complete, accurate and up-to-date in all respects and not misleading. Our ability to provide our advice and services, and the quality thereof, may be negatively affected if you fail to do so.

You may provide Personal Information about yourself or about other people to us during the course of our dealings with you. Whenever you provide us with Personal Information about another person, you must ensure that you are entitled to disclose the Personal Information relating to that other person to Romeril Forensic Engineers and that we may process that Personal Information in accordance with this Privacy Statement without having to take any further steps. It is your responsibility to ensure that the person concerned is aware of the content of this Privacy Statement.

### 3.2 Personal information we collect and relationship management purposes

We may collect your Personal Data for relationship management purposes when you or your organisation contact us or communicate with any Romeril Forensic Engineers staff, when you supply your Personal Information to us via email, by telephone or otherwise.

We collect the following Personal Information from you:

- your name
- your employer, your job title and/or position
- your contact details, including your postal address, email address and phone number

### **3.3 HOW DO WE USE AND PROCESS THE INFORMATION?**

#### 3.4 Process and use of personal information we collect directly from you as a client

We use and process Personal Information that we collect as follows:

##### *3.4.1 Purposes related to and ancillary to entering into and performing our contract with you*

It is necessary to provide us with your Personal Information on this basis as it is necessary to provide our services to you. The consequence for not doing so is that we will not be able to perform the engineering services for which you or your organisation engage us.

##### *3.4.2 Where it is in our legitimate interest to do so*

In particular:

- to enter into a contractual relationship with the organisation with which you are connected
- to provide engineering advice/ expert opinion or other services or matters that the organisation has requested (including reporting on an incident or advisory service for which our client engages us)
- managing and administering the organisation's business relationship with Romeril Forensic Engineers, including processing payments, billing and collection and support services
- for purposes related and/or ancillary to any of the above or any other purpose for which your Personal Information was provided to us.

When we process your Personal Information based on our legitimate interests, we make sure to consider and balance any potential impact on you and your data protection rights. We will not use your Personal Information for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law).

You have certain rights when we process your Personal Data on this basis. For more on exercising your data subject rights please see 'Exercise my Data Subject Rights'.

#### *3.4.3 To comply with legal obligations to which we are subject*

In particular:

- to comply with our legal and regulatory obligations (e.g. record keeping obligations)
- to comply as appropriate with Engineers Ireland, Chartered Accountants Ireland, the Health and Safety Authority and other relevant governmental and/or regulatory authorities or bodies
- to establish, exercise and defend our legal rights and any legal proceedings which may arise

### 3.5 Personal information we collect for relationship management purposes

The Personal Information that we collect is processed and used as follows:

#### *3.5.1 Where it is in our legitimate interest to do so. We have legitimate interests in*

- conducting administrative and operational processes within our business
- protecting the security and integrity of our premises, IT systems, online platforms and other systems
- managing and administering our relationship with our business contacts and with our clients

When we process your Personal Information based on our legitimate interests, we make sure to consider and balance any potential impact on you and your data protection rights. We will not use your Personal Information for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted by law).

You have certain rights when we process your Personal Data on this basis. For more on exercising your data subject rights please see 'Exercise my Data Subject Rights'.

### **3.6 HOW DO WE SHARE YOUR PERSONAL INFORMATION?**

#### **3.7 Personal information we collect directly from you as a client**

We may disclose some or all of the Personal Information we collect from you to certain trusted third parties in accordance with contractual arrangements we have in place with these third parties or as required by law, including:

- third parties such as insurance companies, loss adjusters, solicitors, barristers, consultants, expert witnesses, advisors and technology service providers.
- other people in your organisation
- our auditors and professional advisors
- suppliers and service providers to whom we outsource support services
- IT service providers
- regulators and official authorities

#### **3.8 Personal information we collect for relationship management purposes**

We may disclose some or all of the Personal Information we collect from you to certain trusted third parties in accordance with contractual arrangements we have in place with these third parties, including:

- suppliers and service providers to whom we outsource support services
- IT service providers
- third parties involved in hosting or organising events or seminars

#### **3.9 Personal information we automatically collect when you visit our website**

We may disclose some or all of the Personal Information we collect from you to certain trusted third parties in accordance with contractual arrangements we have in place with these third parties, including:

- suppliers and service providers to whom we outsource support services

- IT service providers

#### **4 IS PERSONAL INFORMATION ABOUT ME SECURE?**

We use appropriate technical, organisational and administrative security measures to protect any information we hold in our records from loss, misuse, and unauthorized access, disclosure, alteration and destruction.

While Romeril Forensic Engineers takes all due care in ensuring the privacy and integrity of the information that you provide to us, we recognise that no data transmission over the internet can be 100% guaranteed as secure. The possibility exists that this information could be unlawfully observed by a third party while in transit over the internet. We accept no liability should this occur.

#### **5 HOW LONG WILL WE USE YOUR PERSONAL INFORMATION FOR?**

We will only retain your Personal Information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

#### **6 EXERCISE MY DATA SUBJECT RIGHTS**

You have the following rights under the GDPR, in certain circumstances and subject to certain exemptions, in relation to your personal data:

- Right to access the data - you have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data
- Right to rectification - you have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
- Right to erasure - you have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- Right to restriction of processing or to object to processing - you have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- Right to data portability - you have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine-readable format.

In order to exercise any of the rights set out above, please contact us at the contact details at the start of this privacy notice.

If we are processing personal data based on your consent, you may withdraw that consent at any time. This does not affect the lawfulness of processing which took place prior to its withdrawal.

If you are unhappy with how we process personal information, we ask you to contact us so that we can rectify the situation.

You may lodge a complaint with a supervisory authority. The Irish supervisory authority is the Data Protection Commission.

## **7 WILL WE EVER CHANGE THIS PRIVACY STATEMENT?**

We may need to change this Privacy Statement from time to time. We will alert you to material changes by, for example, placing a notice on our website and/or by sending you an email (if you have registered your e-mail details with us) when we are required to do so by applicable law. You are responsible for periodically reviewing this Privacy Statement.

**This Privacy Statement was most recently updated on April 29<sup>th</sup>, 2019.**

## **8 WHAT IF I HAVE QUESTIONS ABOUT THIS PRIVACY STATEMENT?**

If you have any questions or concerns regarding this Privacy Statement/or the Romeril Forensic Engineers privacy policies, please send us a detailed message to [engineer@romeril.ie](mailto:engineer@romeril.ie) and we will try to resolve your concerns.