

A new data protection regulation, GDPR, came into force on 25th May 2018. It applies to organisations that are based in the EU.

Athlone Education Centre will send out an e-mail to schools to outline our approach to maintaining continued contact and to make clear to all Athlone Education Centre service users what their data rights are with respect to knowing:

- what data the Athlone Education Centre collects on its service users;
- what Athlone Education Centre does with user data; and
- how to obtain a census of what data Athlone Education Centre holds on you as a service user.

The answers to these questions are straightforward:

- Athlone Education Centre holds no information on its service users other than that which was given on school contact databases or participant contact forms (name, address, institution, title, e-mail address, participant role etc.); that which service users voluntarily put on their Athlone Education Centre course booking/training accounts; information given to us on Expense Claim Forms (expense details, bank details, and receipts); e-mails and correspondence; details of financial transactions made, for example course fee payments taken, and grants paid out to individuals or schools.
- This limited amount of data that Athlone Education Centre holds is only used for the following purposes: for having an up-to-date list of schools, event bookings, attendance rolls, course and project participants; for sending out communications, and staying in touch with schools, tutors and account users; for keeping track of who has paid course fees, when, and how much has been paid; for compliance with the Department of Education & Skills' requests for information and legally-binding accounting purposes (e.g. knowing to whom the Athlone Education Centre has paid grants and expenses, when, and how much has been paid); e-mail addresses and contacts necessary for administering and carrying out Athlone Education Centre projects and centre business.
- If any Athlone Education Centre service user would like further clarification on what data are kept on them personally, or, moreover, if any service user would simply like us to delete and dispose of any information we have on them, you can get in touch with the Centre at any time using the following e-mail address: info@athloneeducationcentre.com (please note, that Athlone Education Centre will process such a request within legal parameters within 30 days).

Finally, please note that where Athlone Education Centre payments received as part of course fees are handled by third party banking websites, we do not have any users' credit/debit card details at all; nor does Athlone Education Centre analyse the cookie information that may be gathered on our website, nor do we sell any information on, nor do we give any information we have to third parties unless legally obliged to do so or unless the Education Centre network has a working relationship with relevant organisations for the provision of courses and projects. For specific courses or projects operated in collaboration with relevant organisation, such as support services, the Health & Safety Authority or Arts organisations, the collaborative partner is identifiable at the outset. Athlone Education Centre protects the devices such data are stored upon, and is obligated to report to its service users any data breaches perpetrated.