Summary of our Privacy Policy

This is a summary of our new privacy policy which takes effect on May 25th, 2018. It covers the database of Past Pupils & Friends of St. Joseph’s CBS, Fairview (Joeys). The [detailed policy](https://www.zoho.com/privacy.html#long) below follows the same structure as this summary and constitutes the actual legal document.

Our privacy commitment: St. Joseph’s CBS Fairview Past Pupils Union (henceforth known as Joeys Alumni) has never sold your information to someone else for advertising, or made money by showing you other people's ads, and we never will. This policy tells you what information we do collect from you, what we do with it, who can access it, and what you can do about it.

[Part I – Information Joeys Alumni collects and controls](https://www.zoho.com/privacy.html#part-one)

We only collect the information that we actually need. Some of that is information that you actively give us when you sign up on the school website, at an event, or contact one of our committee members personally, by phone, text or email. We store your name and contact information, but we don't store credit card numbers.

Sometimes we receive information indirectly. If you engage with past pupil pages on social media (for instance, liking, commenting, retweeting, mentioning, or following), we'll have access to your interactions and profile information. We'll still have that information even if you later remove it from the social media site.

What we do with your information

We use your information to communicate with you about the activities of the Past Pupils Union (Joeys Alumni) and the school, to enable you to give us feedback, and provide policy updates. We analyse the information we collect to understand the needs of past and current pupils, friends and to improve our websites and services.

We're required to have a legal basis for collecting and processing your information. In most cases, we either have your consent or need the information to provide activities that will be of benefit to past and present pupils. When that's not the case, we must demonstrate that we have another legal basis, such as the legitimate interests of the school and pupils, past and present.

You can decline certain kinds of information use either by not providing the information in the first place or by opting out later. You can also disable cookies to prevent your browser from giving us information, but if you do so, certain website features may not work properly.

We limit access to your personal information to members of our committee and sub-committees who have a legitimate need to use it. If we share your information with other parties (like developers, service providers, domain registrars), they must have appropriate security measures and a valid reason for using your information, typically to serve you.

The European Economic Area (EEA) provides certain rights to data subjects (including access, rectification, erasure, restriction of processing, data portability, and the right to object and to complain). Joeys Alumni undertakes to provide you the same rights no matter where you choose to live.

We keep your personal information for as long as it is required for the purposes stated in this Privacy Policy. When we no longer have a legitimate need to process your information, we will delete, anonymize, or isolate your information, whichever is appropriate.

[Part II – Information that Joeys Alumni processes on your behalf](https://www.zoho.com/privacy.html#part-two)

You own your service data. We protect it, limit access to it, and only process it according to your instructions. You may access it, share it through third-party integrations, and request that we export or delete it.

The Past Pupils’ Union (Joeys Alumni) provides opportunities to contact old friends, get details of our annual dinner, networking events, golf outings and how to help in supporting past, present and future pupils. Membership of the Union is offered to all past students of the school at NO COST. We hold your data as long as you choose to remain a member of Joeys Alumni. After you terminate your membership, your data will be automatically deleted from our active database within 6 months and from our backups within 3 months after that.

If you are in the European Economic Area and you believe that someone has entrusted your information to us for processing (for instance, your employer or a company whose services you use), you can request certain actions from us regarding your data. To exercise those data rights, please contact the person or company that entrusted the data to us and we will work with them on your request.

[Part III – General](https://www.zoho.com/privacy.html#part-three)

There are some limitations to the privacy we can promise you. We will disclose personal information if it's necessary to comply with a legal obligation, prevent fraud, enforce an agreement, or protect our users' safety. We do not currently honour Do Not Track signals from internet browsers; when a universal standard for processing them emerges, we will follow it.

Third-party websites and social media widgets have their own separate privacy policies. Always check the relevant privacy policy before sharing personal information with third parties.

You can always contact us to: ask questions about our privacy practices, alert us if you believe we have collected personal data from a minor, or ask to have your personal information removed from our blogs or forums. You can also check our Privacy Policy below and our database service provider’s [Security Policy](https://www.zoho.com/security.html).

We will contact you to let you know if we make any major changes to our privacy policy.

Privacy Policy

This Privacy Policy statement is made by St. Joseph’s CBS, Fairview Past Pupil’s Union (Joeys Alumni).

Joeys Alumni - Privacy Commitment

Joeys Alumni has been concerned about member privacy since its foundation in 1957, long before it became fashionable, politically correct, or legally binding to take such a position. We ask for only the least amount of information necessary, gathering only what we believe is essential for supporting pupils past and present. We let members know the information we have on them and allow them to opt out of specific engagements. But, by far, our biggest commitment is that we do not make a single Euro from advertising revenue—never have, never will. This means we avoid the fundamental conflict of interest between gathering member information and driving advertising revenue, and the unavoidable compromises in member privacy that it brings.

The goal of this policy is to make explicit the information we gather on our members, how we will use it, and how we will not. This policy is unfortunately longer than we would like, but we must unambiguously address all the relevant cases. We will try and keep the language simple and direct as much as possible.

Scope of this Privacy Policy

This Privacy Policy applies to the website and database operated by Joeys Alumni. It also applies to the services provided by Joeys Alumni through these websites, database and mobile applications. This Privacy Policy does not apply to the school website, which has a separate privacy policy.

This Privacy Policy is divided into three parts:

Part I – Information Joeys Alumni collects and controls

This part deals with how Joeys Alumni collects and uses information about website visitors, potential members and others who contact Joeys Alumni through forms or email addresses published on or linked to our websites.

Part II – Information that Joeys Alumni processes on your behalf

This part deals with how Joeys Alumni handles data that you entrust to Joeys Alumni when you share any personal or confidential information with us.

Part III – General

This part deals with topics that are relevant to both Parts I and II, and other general topics such as Joeys Alumni's security commitments and how we will inform you when we change this Privacy Policy.

Part I – Information Joeys Alumni collects and controls

What information Joeys Alumni collects

We collect information about you only if we need the information for some legitimate purpose. Joeys Alumni will have information about you only if (a) you have provided the information yourself, (b) Joeys Alumni has automatically collected the information, or (c) Joeys Alumni has obtained the information from a third party. Below we describe the various scenarios that fall under each of those three categories and the information collected in each one.

Information that you provide us

i. *Membership signup*: When you sign up for membership, we ask for information like your name, contact numbers, email address, Leaving Cert Year to complete the account signup process. You may also provide us with more information such as your photo, country and language, but we don’t require that information to sign up for an account.

ii. *Event registrations and other form submissions:*We record information that you submit when you (i) register for any event, including webinars or seminars, (ii) subscribe to our newsletter or any other mailing list, (iii) participate in contests or respond to surveys, or (v) submit a request asking us to contact you for any other purpose.

iii. *Payment processing*: When you sign-up for membership, we ask you to provide your name, contact information, and to make a voluntary contributions directly to our bank account or by cash / cheque. Periodically, we may also request payment for events in the same manner.

iv. *Testimonials*: When you authorize us to post testimonials about us on websites, we may include your name and other personal information in the testimonial. You will be given an opportunity to review and approve the testimonial before we post it. If you wish to update or delete your testimonial, you can contact us.

v. *Interactions with Joeys Alumni*: We may record, analyse and use your interactions with us, including email, telephone, and chat conversations with committee / sub-committee members, for improving our interactions with you and other members.

Information that we collect automatically

i. *Information from browsers, devices and servers*: When you visit our website, we collect information that web browsers, mobile devices and servers make available, such as the internet protocol address, browser type, language preference, time zone, referring URL, date and time of access, operating system, mobile device manufacturer and mobile network information. We include these in our log files to understand more about visitors to our website.

ii. *Information from first party cookies and tracking technologies*: We use temporary and permanent cookies to identify users of our services and to enhance user experience. We also use cookies, beacons, tags, scripts, and other similar technologies to identify visitors, track website navigation, gather demographic information about visitors and users, understand email campaign effectiveness and for targeted visitor and user engagement by tracking your activities on our websites. We only use first-party cookies and do not use third-party cookies or other third-party tracking technologies on our websites.

Information that we collect from third parties

*i. Referrals*: If someone has referred us to you, that person may have provided us your name, email address and other personal information. You may contact us at ppu@stjoesphsfairview.ieto request that we remove your information from our database. If you provide us information about another person, or if another person gives us your information, we will only use that information for the specific reason for which it was provided to us.

ii. *Information from social media sites and other publicly available sources*: When you interact or engage with us on social media sites such as Facebook, Twitter, Google+ and Instagram through posts, comments, questions and other interactions, we may collect such publicly available information, including profile information, to allow us to connect with you, improve our services, or better understand member reactions and issues. We must tell you that once collected, this information may remain with us even if you delete it from the social media sites. Joeys Alumni may also add and update information about you, from other publicly available sources.

Purposes for using information

In addition to the purposes mentioned above, we may use your information for the following purposes:

* To communicate with you (such as through email) about the activities of the Past Pupils Union (Joeys Alumni) and the school, to enable you to give us feedback, and provide information on changes to this Privacy Policy;
* To keep you posted on upcoming events and other information that we think will be of interest to you;
* To ask you to participate in surveys, or to solicit feedback on our activities;
* To set up and maintain your contact data, and backing up and restoring your data;
* To understand how members react to our emails, to monitor and prevent problems, and to improve our products and services;
* To provide member support, and to analyse and improve our interactions with members;
* To detect and prevent fraudulent transactions and other illegal activities, to report spam, and to protect the rights and interests of members of Joeys Alumni, third parties and the public;
* To update, expand and analyse our records, identify new members, and undertake activities that may be of interest to you;
* To analyse trends, administer our websites, and track visitor navigations on our websites to understand what visitors are looking for and to better help them;
* To monitor and improve marketing campaigns and make suggestions relevant to members.

Legal bases for collecting and using information

*Legal processing bases applicable to Joeys Alumni*: If you are an individual from the European Economic Area (EEA), our legal basis for information collection and use depends on the personal information concerned and the context in which we collect it. Most of our information collection and processing activities are typically based on (i) one or more legitimate interests of Joeys Alumni or a third party that are not overridden by your data protection interests, or (ii) your consent. Sometimes, we may be legally required to collect your information, or may need your personal information to protect your vital interests or those of another person.

*Withdrawal of consent*: Where we rely on your consent as the legal basis, you have the right to withdraw your consent at any time, but this will not affect any processing that has already taken place.

*Legitimate interests notice*: Where we rely on legitimate interests as the legal basis and those legitimate interests are not specified above, we will clearly explain to you what those legitimate interests are at the time that we collect your information.

Your choice in information use

*Opt out of non-essential electronic communications*: You may opt out of receiving newsletters and other non-essential messages by using the ‘unsubscribe’ function included in all such messages. However, you will continue to receive notices and essential transactional emails.

*Disable cookies*: You can disable browser cookies before visiting our website. However, if you do so, you may not be able to use certain features of the websites properly.

*Optional information*: You can choose not to provide optional profile information such as your photo. You can also delete or change your optional profile information. You can always choose not to fill in non-mandatory fields when you submit any form linked to our website.

Who we share your information with

We do not sell any personal information. We share your information only in the ways that are described in this Privacy Policy, and only with parties who adopt appropriate confidentiality and security measures.

*Committee / Sub-committee members and independent contractors*: Committee / Sub-committee members and independent contractors of Joeys Alumni have access to the information covered in Part I on a need-to-know basis. We require all Committee / Sub-committee members and independent contractors of Joeys Alumni to follow this Privacy Policy for personal information that we share with them.

*Third-party service providers*: We may need to share your personal information and aggregated or de-identified information with third-party service providers that we engage, such as web analytics providers and payment processors. These service providers are authorized to use your personal information only as necessary to provide these services to us.

*Other cases*: Other scenarios in which we may share the same information covered under Parts I and II are described in Part III.

Your rights with respect to information we hold about you as a controller

If you are in the European Economic Area (EEA), you have the following rights with respect to information that Joeys Alumni holds about you. Joeys Alumni undertakes to provide you the same rights no matter where you choose to live.

*Right to access*: You have the right to access (and obtain a copy of, if required) the categories of personal information that we hold about you, including the information's source, purpose and period of processing, and the persons to whom the information is shared

*Right to rectification*: You have the right to update the information we hold about you or to rectify any inaccuracies. Based on the purpose for which we use your information, you can instruct us to add supplemental information about you in our database.

*Right to erasure*: You have the right to request that we delete your personal information in certain circumstances, such as when it is no longer necessary for the purpose for which it was originally collected.

*Right to restriction of processing*: You may also have the right to request to restrict the use of your information in certain circumstances, such as when you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

*Right to data portability*: You have the right to transfer your information to a third party in a structured, commonly used and machine-readable format, in circumstances where the information is processed with your consent or by automated means.

*Right to object*: You have the right to object to the use of your information in certain circumstances, such as the use of your personal information for direct marketing.

*Right to complain*: You have the right to complain to the appropriate supervisory authority if you have any grievance against the way we collect, use or share your information. This right may not be available to you if there is no supervisory authority dealing with data protection in your country.

Retention of information

We retain your personal information for as long as it is required for the purposes stated in this Privacy Policy. Sometimes, we may retain your information for longer periods as permitted or required by law, such as to maintain suppression lists, prevent abuse, if required in connection with a legal claim or proceeding, to enforce our agreements, for tax, accounting, or to comply with other legal obligations. When we no longer have a legitimate need to process your information, we will delete or anonymize your information from our active databases. We will also securely store the information and isolate it from further processing on backup discs until deletion is possible.

Part II – Information that Joeys Alumni processes on your behalf

Information entrusted to Joeys Alumni and purpose

*Information provided in connection with services*: You may entrust data to us that may be stored on the servers used by our database service provider.

Ownership and control of your service data

We recognize that you own your service data. We provide you complete control of your data by providing you the ability to request export or deletion of your data.

How we use your data

We use our campaign management system for email communications.

Who we share service data with

*Database Service Provider*: In order to maintain our database.

*Committee and Sub-committee members and independent contractors*: We may provide access to your service data to our committee and sub-committee members and individuals who are independent contractors of our database service provider involved in providing the services (collectively our “members”) so that they can (i) identify, analyse and resolve errors, (ii) manually verify emails reported as spam to improve spam detection, or (iii) manually verify scanned images that you submit to us to verify the accuracy of optical character recognition. We ensure that access by our committee and sub-committee members to your data is restricted to specific individuals and is logged and audited. Our committee and sub-committee members will also have access to data that you knowingly share with us for technical support or to import data into our products or services. We communicate our privacy and security guidelines to our committee and sub-committee members and strictly enforce privacy safeguards within Joeys Alumni.

*Other cases*: Other scenarios in which we may share information that are common to information covered under Parts I and II are described in Part III.

Retention of information

We hold your data in our database as long as you are a member of Joeys Alumni. Once you terminate your membership of Joeys Alumni, your data will eventually get deleted from active database during the next clean-up that occurs once in 6 months. The data deleted from active database will be deleted from backups after 3 months.

Data subject requests

If you are from the European Economic Area and you believe that we store, use or process your information on behalf of one of our customers, please contact the customer if you would like to access, rectify, erase, restrict or object to processing, or export your personal data. We will extend our support to our customer in responding to your request within a reasonable timeframe.

Part III – General

Children’s personal information

Our products and services are not directed to individuals under 16. Joeys Alumni does not knowingly collect personal information from children who are under 16 years of age. If we become aware that a child under 16 has provided us with personal information, we will take steps to delete such information. If you believe that a child under 16 years has provided personal information to us, please write to ppu@stjosephscbsfairview.ie with the details, and we will take the necessary steps to delete the information we hold about that child.

How secure is your information

At Joeys Alumni, we take data security very seriously. That's why we insist that our database service provider is certified for industry standards such as ISO27001:2013 and SOC 2 Type II. We have taken steps to implement appropriate administrative, technical & physical safeguards to prevent unauthorized access, use, modification, disclosure or destruction of the information you entrust to us. If you have any concerns regarding the security of your data, please check our service provider’s Security Policy (<https://www.zoho.com/security.html>) or write to us at ppu@stjosephsfairview.ie with any questions.

Data Protection Officer

We have appointed a Data Protection Officer to oversee our management of your personal information in accordance with this Privacy Policy. If you have any questions or concerns about our privacy practices with respect to your personal information, you can reach out to our Data Protection Officer by sending an email to ppu@stjosephsfairview.ieor by writing to: Data Protection Officer, Joeys Alumni, St. Joseph’s CBS, Marino Mart, Fairview, Dublin 3, Ireland.

Locations and international transfers

We share your personal information and service data with our service provider. By accessing or using our products and services or otherwise providing personal information or service data to us, you consent to the processing, transfer, and storage of your personal information or Service Data within the United States of America, the European Economic Area (EEA) and other countries where our service provider operates. Such transfer is subject to a group company agreement that is based on EU Commission’s Model Contractual Clauses.

Do Not Track (DNT) requests

Some internet browsers have enabled 'Do Not Track' (DNT) features, which send out a signal (called the DNT signal) to the websites that you visit indicating that you don't wish to be tracked. Currently, there is no standard that governs what websites can or should do when they receive these signals. For now, we do not take action in response to these signals.

External links on our websites

Some pages of our websites may contain links to websites that are not linked to this Privacy Policy. If you submit your personal information to any of these third-party sites, your personal information is governed by their privacy policies. As a safety measure, we recommend that you not share any personal information with these third parties unless you've checked their privacy policies and assured yourself of their privacy practices.

Blogs and forums

We may offer publicly accessible blogs and forums on our website. Please be aware that any information you provide on these blogs and forums may be used to contact you with unsolicited messages. We urge you to be cautious in disclosing personal information in our blogs and forums. Joeys Alumni is not responsible for the personal information you elect to disclose publicly. Your posts and certain profile information may remain even after you terminate your membership of Joeys Alumni. To request the removal of your information from our blogs and forums, you can contact us at ppu@stjosephsfairview.ie

Social media widgets

Our websites include social media widgets such as Facebook "like" buttons and Twitter "tweet" buttons that let you share articles and other information. These widgets may collect information such as your IP address and the pages you navigate in the website and may set a cookie to enable the widgets to function properly. Your interactions with these widgets are governed by the privacy policies of the companies providing them.

Disclosures in compliance with legal obligations

We may be required by law to preserve or disclose your personal information and service data to comply with any applicable law, regulation, legal process or governmental request, including to meet national security requirements.

Enforcement of our rights

We may disclose personal information and service data to a third party if we believe that such disclosure is necessary for preventing fraud, investigating any suspected illegal activity, enforcing our agreements or policies, or protecting the safety of our users.

Compliance with this Privacy Policy

We make every effort, including periodic reviews, to ensure that personal information you provide is used in conformity with this Privacy Policy. If you have any concerns about our adherence to this Privacy Policy or the manner in which your personal information is used, kindly write to us ppu@stjosephsfairview.ieWe'll contact you, and if required, coordinate with the appropriate regulatory authorities to effectively address your concerns.

Notification of changes

We may modify the Privacy Policy at any time, upon notifying you through a service announcement or by sending an email to your primary email address. If we make significant changes to the Privacy Policy that affect your rights, you will be provided with at least 30 days' advance notice of the changes by email to your primary email address. If you think that the updated Privacy Policy affects your rights with respect to your use of our products or services, you may terminate your use by sending us an email within 30 days. Your continued use after the effective date of changes to the Privacy Policy will be deemed to be your agreement to the modified Privacy Policy. You will not receive email notification of minor changes to the Privacy Policy. If you are concerned about how your personal information is used, you should check our Privacy Policy periodically.