



## Website Privacy Notice

### 1. Our contact details

Rosemary Kearney, trading as RMDK Consultancy is a data protection consultancy service. RMDK Consultancy is registered in Ireland with a business address at 82 Grahams Court, Wicklow Town, Co. Wicklow A76NT20.

### 2. What type of information we have

RMDK Consultancy collect the following personal information though the website

- Personal Identification Information: Name, address, email, phone number
- Website user statistics

### 3. How we get the information

You provide us with the information that we collect. This is provided by you either by filling out the contact form on the website or automatically when you open the webpage through your browser cookies.

If you are a client with RMDK Consultancy, further personal information may be collected which will be outlined in contracts prior to work commencing. A copy of the full Data Protection Policy is available upon request.

Where information is submitted by a user via the website, RMDK Consultancy is the Data Controller and is responsible for ensuring the correct use and security of the submitted data.

FCR Media as the provider of the website is the Data Processor and provides the website solution to RMDK Consultancy. FCR Media is only the Data Processor for information submitted via the website and not for any other data RMDK Consultancy may collect on individuals.

## 4. Why we do we have it

Our legal basis for processing personal information collected through the contact form is consent. You can withdraw consent at any time by contacting [dataprotection@rmdkconsultancy.ie](mailto:dataprotection@rmdkconsultancy.ie).

Our legal basis for processing personal information for website is the legitimate interests of the business. These legitimate interests are

- gaining insights from your behaviour on our website
- developing and improving our services
- enhancing data security

## 5. What we do with the information

The information collected through the contact form on the webform is used to contact you at your request.

Your email address will only be used for the purpose for which you have provided it, and it will not be added to a mailing list.

We do use third parties as part of our business operations.

These are

- Microsoft 365, as our office and email suite: <https://privacy.microsoft.com/en-gb/privacystatement>
- FCR Media, who manage our website: <https://fcrmedia.ie/terms-and-conditions>

We also use cookies to collect statistics on website usage. Please see our Cookie Policy for more information about the use of Cookies.

Please be aware that this site does not provide facilities for the secure transmission of information across the Internet.

## 6. How we store your information

As part of Mono's mail log system, each email sender and receiver are captured on the platform's server. This is standard practice for all mail server logs.

The sender and receiver information are stored in the mail server logs for approximately 3 months.

The content of the form submissions is sent directly to the recipient email address that is specified.

By default, the website platform does not store contact form submissions.

## 7. Your data protection rights

RMDK Consultancy is committed to ensuring that the rights and freedoms of data subjects are respected and that data subjects are enabled to exercise their rights.

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [dataprotection@rmdkconsultancy.e](mailto:dataprotection@rmdkconsultancy.e) if you wish to make a request or receive a copy of our full Data Protection Policy

## 8. How to complain

We hope that you have no need to complain, but if you do, please contact us first and we hope that we will be able to resolve it in a fair and amicable manner.

You have the right to complain to

Data Protection Commission  
21 Fitzwilliam Square South  
Dublin 2  
D02RD28  
Ireland  
Ph: +353 (0)761 104 800  
Ph: +353 (0)57 868 4800