

Summary

University of Galway Societies is committed to protecting you and your personal information when you are using our services. We want our services to be safe and enjoyable environments for our users. This Privacy Statement is relevant to our use of any personal information you provide to us during your visit to our site. It explains what information of yours will be collected, how the information will be used, and how you can control the collection, correction and/or deletion of information.

Personal information collected

User Volunteered information

When you register for our members-only services, for example joining a Society or becoming a committee member of a Society, we will ask for your Student ID. Using the ID we retrieve your university registered details. This information includes personally identifiable information such as your ID, name, email, phone number, course name and course year. By entering the information you enable Societies you join to contact you about their activities.

Student IDs may be recorded when you attend a Society event.

This information is strictly confidential and will not be shared with any third party unless we are requested to do so by law. We will not sell, lease or in any other way allow any third party to have access to the raw, redacted or aggregated forms of this information.

Surveys and Questionnaires:

Your personal data and personal responses to questionnaires is confidential and may be used anonymously for research purposes.

Society information and answers to questionnaires that appear in the publicly available end of year report may be used and quoted for illustrative purposes in research.

Automatically obtained information

Cookies

Cookies are used. Cookies are small text files placed on your computer or mobile device when you visit a website. They are used to remember your preferences and analyse how people use the site. The different types of cookies used are:

1. **Session cookies** these are used temporarily to preserve the state of your activity between pages, such as passing your choices in a form to the next page. These cookies are transient and are deleted automatically when you close your browser. They are not visible to anything except your browser and are not passed on anywhere else.
2. **Tracking cookies** may be used by this Web site to collect non-personal information about how visitors use our Website. We use cookies as part of Google Analytics, a Web analytics service that enables us to track how visitors use our Website. Google Analytics uses first party cookies. You may refuse the use of cookies by selecting the appropriate settings on your browser.

Log file information

We record your IP address as part of the unconditional logging our web server software does whenever anybody accesses our site. The collected IP addresses remain on record for at least

a year, but they will be not shared with third parties. Exception to this rule is sharing information with authorities in the case of a suspected or proven breach of our site or other proven misuse of our services.

Server logs may also include information such as your operating system, browser type, referring / exit pages and URLs, landing pages, pages viewed and other such information. We do not link this automatically-collected data to personally identifiable information.

Use of collected information

University of Galway Societies will NOT sell, rent or otherwise willingly transmit the recorded personal information to any third party. We only use the recorded personal information:

- to contact you regarding Societies activities that you have become a member of;
- to contact you regarding Societies events that you are attending;
- to contact committee members about their Societies activities
- service administration purposes, e.g. sending you password reminders, registration confirmations.;
- respond to your questions and concerns
- to understand, analyze and improve services, features and functionality that will be of benefit to Societies.
- analyze the use of the website and improve its usability;

If **University of Galway Societies** wishes to use the recorded personal information for other uses, it will notify you beforehand so that you have the chance to opt-out from these new uses.

When we contact you

We only contact you if you have explicitly opted-in for such communication through the use of our services. We will contact you

- In relation to Societies activities.
- Suspecting that your account is compromised by an unauthorized third party
- Before, during or after server-related incidents which may seriously hamper your ability to use our services
- If you have so asked us with an email, ticket, personal message, instant message or any other form of contact.
- Your Society may send its members (you) a newsletter about that Societies activities. You can opt-out from that email at any time by visiting <https://socs.universityofgalway.ie/maillinglistunsubscribe.php>
- The Societies office may sent you a “Whats happening guide” newsletter relating to all Societies activities. You can opt-out from that email at any time by visiting <https://socs.universityofgalway.ie/maillinglistunsubscribe.php>.

Information sharing with third parties

Information collected by **University of Galway Societies** will not be shared with any third parties. Not in their raw form, not in a processed or aggregate form. **We do not share personal information with third parties** except as stated in the "Use of collected information" article above.

Use of cookies

University of Galway Societies portal does use cookies. Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

Your Choices

Access, Correction, Deletion

We respect your privacy rights and provide you with reasonable access to the Personal Data that you may have provided through your use of the Services.

You may update or correct your Account information and preferences at any time by accessing your Account details on yourSpace <https://yourspace.universityofgalway.ie>. You can also edit/cancel your membership and opt out of phone and email contact on a per society basis through yourSpace.

If you wish to access or amend any other Personal Data we hold about you, or to request that we delete or transfer any information about you that we have obtained, you may contact us as set forth in the "How to Contact Us" section. At your request, we will have any reference to you deleted or blocked in our database.

You can unsubscribe from mailing lists by visiting <https://socs.universityofgalwy.ie/maillinglistunsubscribe.php>

Please note that while any changes you make will be reflected in active user databases instantly or within a reasonable period of time, we may retain all information you submit for backups, archiving, prevention of fraud and abuse, analytics, satisfaction of legal obligations, or where we otherwise reasonably believe that we have a legitimate reason to do so.

At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law. If you believe your right to privacy granted by applicable data protection laws has been infringed upon, please contact us as set forth in the “How to Contact Us” section

Data Security

We follow generally accepted industry standards to protect the information submitted to us, both during transmission and once we receive it. We maintain appropriate administrative, technical and physical safeguards to protect Personal Data against accidental or unlawful destruction, accidental loss, unauthorized alteration, unauthorized disclosure or access, misuse, and any other unlawful form of processing of the Personal Data in our possession. This includes, for example, password protection and other access and authentication controls. We use SSL technology to encrypt data during transmission through public internet, and we also employ application-layer security features to further anonymize Personal Data.

However, no method of transmission over the Internet, or method of electronic storage, is 100% secure. We cannot ensure or warrant the security of any information you transmit to us or store on the Service, and you do so at your own risk. We also cannot guarantee that such information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards. If you believe your Personal Data has been compromised, please contact us as set forth in the “How to Contact Us” section.

If we learn of a security systems breach, we will inform you and the authorities of the occurrence of the breach in accordance with applicable law.

Data Retention

We retain the Personal Data collected from a User for as long as the User’s account is active or otherwise for a limited period of time as long as we need it to fulfill the purposes for which we have initially collected it, unless otherwise required by law.

How to contact us

If you have any question regarding our privacy statement or your Personal data you may contact us by emailing to socsbox@socs.universityofgalway.ie