



## **Business Privacy Policy**

This privacy policy sets out how LCS uses and protects any information that you give LCS. LCS is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. LCS may change this policy from time to time. This policy is effective from December 2011.

### **What we collect**

We may collect the following information:

- name and job title
- contact information including email address

### **What we do with the information we gather**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may contact you by email, phone, fax or mail.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. Steps we take to keep your information secure.

We keep your information on a secured server behind a firewall.

### **Risks inherent in sharing information.**

Please be aware that no security measures are perfect or impenetrable. We cannot control the actions of other users with whom you share your information.



### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Third Parties**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please email us at [Derek.Gately@lcsi.ie](mailto:Derek.Gately@lcsi.ie).

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.