

IBI Privacy Policy

Who we are

Irish Bible Institute (IBI) is an interdenominational Bible college seeking to serve the church in Ireland through excellence in biblical education and leadership development. We offer a range of programmes in applied theology.

How to contact us

If you have any questions about this Privacy Policy or the information we collect and process about you, please contact IBI (Data Protection), Ulysses House, 22-24 Foley Street, Dublin 1, D01 W2T2 (tel: 01 806 9060) or email dataprotection@ibi.ie.

IBI is committed to safeguarding your personal information.

This Privacy Policy is a statement of the practices of IBI in connection with the capture and processing of personal information and the steps taken by IBI to respect and protect your privacy. It contains details of all the personal information we collect, what we do with it, who we will share it with and why we need to share it, and what rights and choices you have about your information.

We keep our Privacy Policy under review. In order to minimise disruptive notices, changes to this policy will be available on our website. This policy was last updated on 22 May 2021.

IBI fully respects your right to privacy and actively seeks to preserve your privacy rights when you share your information with us. Any personal information which you volunteer to IBI will always be treated with the appropriate standards of security and confidentiality.

IBI publishes a Privacy Notice on its website. The Privacy Notice explains the following:

- the information we collect and use from our website;
- our use of cookies;
- what we use the information for;

- details of who we may share your personal information with, and why we need to share it;
- how we protect your information;
- how long we store your information;
- your rights on your personal information.

Information we collect and use

Personal information that we collect and use includes:

- information about who you are e.g. your name and contact details;
- information connected to any donations you might make (this is a legal requirement of the Irish Government);
- information about your contact with us e.g. phone calls, emails and letters;
- information connected to any course you enrol for;
- information that is collected automatically e.g. via cookies when you visit our website, data collected by our email provider, data collected by Google Analytics and Squarespace Analytics.
None of this automatically collected information identifies you personally;
- information about employees and contractors that we are legally obliged to hold.

Students enrolled in courses at IBI need to be aware of the additional provisions of the Student Supplement to this policy.

IBI does not collect any sensitive information (as defined in the GDPR regulations).

Where we collect your information

We may collect your personal information directly from you, from a variety of sources, including:

- an application/enrolment form for any course offered by IBI;
- phone conversations with us where you give your consent to IBI contacting you according to your stated preferences;
- emails or letters you send us in which you request inclusion on any of our mailing/emailing lists or where you update your contact details;
- an IBI 'Keep in touch' card;
- registering for one of our events;
- when you register with us via our website;

- when you create a customer account on our website;
- application for a job at IBI.

Cookies

The IBI website uses cookies. The website will place cookies on your device when you acknowledge our website cookie banner.

Cookies are small files, storing small pieces of information. We use cookies to help us improve your experience of our website, remember your choices, and to enhance the security of the website. The cookies we use let us know which pages of our website you visited, what device and browser you are using, and your IP address.

The IBI website uses two types of cookie:

- persistent cookies; these remain valid until their expiry date (unless you delete them before they expire);
- session cookies; these expire when you close your web browser.

Any information gathered from cookies on our website does not identify you personally.

Third party cookies

We also use cookies provided by trusted third parties.

Our website uses Google Analytics and Squarespace Analytics to help us to understand how you use the site and ways that we can improve your experience. The cookies from these sources will not identify you personally.

If you use our 'Donate online' facility, this will take you to either the Stripe or PayPal (USA donations) interface. Stripe and PayPal are our payment processing providers. In accordance with their respective privacy policies, Stripe and PayPal will place cookies on your device to enable you to complete any donations you choose to make. IBI has no control over this.

If you click on the links to social media from the website (Facebook, Twitter, YouTube or Google+), the web sites you are taken to will place their cookies on your device. IBI has no control over this.

What we collect and use your information for

We take your privacy seriously and we will only collect and use your personal information where it is necessary, fair and lawful to do so. We will collect and use your information only where:

- it is in the legitimate interests of IBI, for example to deliver appropriate information and choices so you are aware of our study options; to send you communications about the services you have shown an interest in; to help IBI continue to develop new courses and services; to inform you of upcoming IBI events (and, very occasionally other events closely related to IBI's mission and values) which we believe may be of interest and benefit to you;
- you have given us your explicit permission (consent) to send you information about IBI (for example news and prayer updates) and courses/events offered by us;
- it is necessary to provide you with the service you have requested, for example if you have enrolled for a course, signed up for an event or news, or created a customer account on our website;
Students will be provided with a Moodle account (in order to access our online students resources), a Heritage library account (to allow them to use the library facilities) and accounts to access our e-resources;
- it is necessary to meet our legal obligations, for example for tax reclaim from the Revenue Commissioners or employment legislation;
- you have applied for employment or volunteering opportunities in IBI.

If you do not wish us to collect and use your personal information in these ways, you have the right to restrict IBI processing your personal information or unsubscribe completely from contact with IBI. However, in some cases it might mean that we will be unable to provide you with the service you have requested from IBI.

Who we may share your information with

We will only share your information with third parties to allow us to perform the functions outlined in 'What we collect and use your information for.'

These third parties include:

- Squarespace, our website provider, so they can provide the website services you have requested and can send emails to you about these services on our behalf;
- Stripe, our payment processor, to process any payments or donations you make on our website. Stripe will be unable to process payments without these details;
- companies who can help us maintain contact with you, for example we use MailChimp to provide us with email services and Google to provide us with both email services and data storage;
- Revenue Commissioners, for example, for processing tax rebates in connection with the Charitable Donation Scheme;
- law enforcement agencies where we are compelled to share requested information;
- York St John University (only if you are enrolled on a YSJU validated programme);
- Horizon Education Network, our Moodle provider; this is to provide students with access to our virtual learning environment (this only applies to students enrolled in courses);
- specified companies to provide services for employees, for example pensions.

We will only work with third parties we are confident will respect your personal information

We will never sell your details to a third party.

Where your information is processed

The majority of your information is processed in Ireland.

However, some of your information may be processed by the third parties we work with outside the EU/EEA, including countries such as the United States.

Where your information is being processed outside of the EU/EEA, we have data processing agreements in place to ensure your information is protected.

How we protect your information

Information security is very important to us and we strive to comply with our obligations at all times. Any personal information which is collected, recorded or used in any way, whether electronically or on paper, is subject to our data protection obligations.

Your information is protected by controls designed to minimise the risk of loss or damage through accident, negligence or deliberate actions.

How long we keep your information

We will keep your personal information as long as is necessary to provide you with the information or service you have requested from us. We will only keep your information after this period to meet any legal or employment obligations.

If you are student at IBI, details of the retention period for student records are available in the Student Supplement to this document.

Your individual rights

You have the following rights over the ways we process your personal information.

Right to be informed

You have a right to receive clear and easy to understand information on what personal information we process, why it is processed, where it is processed and who we share it with (and why). We do this in this Privacy Policy and in our Privacy Notice on our website.

Right of access

You have the right to access the personal information we hold about you.

To apply for access you can write, email or phone us using the “How to contact us details.”

Please include any details that will help us locate the personal data you require, e.g. your personal details and the possible date-range of any data you are requesting.

Right to have your personal information be updated/corrected

If your personal information is inaccurate or incomplete, you can require that it is updated/corrected.

Right to erasure

You can have for your information to be deleted or removed if there is no compelling reason for IBI to continue to hold it.

Right to clear choices about how your personal information is used

You can update your preferences as to how we process your information at any time. You can contact us at any time about this, and the 'Update your preferences', which is included in every news email, will allow you to control the ways in which we process your information.

If you request that we completely stop processing your information we will only keep minimal details to ensure that we respect your decision.

Right to data portability

Where it is technically feasible you can ask for a copy of your personal information for your own purposes.

Right to object

You can object to IBI processing your personal information where it is based on our legitimate interests or for direct marketing. We will make every effort to respect your decisions on this.

Contact

We will always strive to collect, use and safeguard your personal information according to data protection laws. If you believe we have not handled your information as set out in this Privacy Policy, please contact us (dataprotection@ibi.ie) and we will do all we can to put things right.

If you are still unhappy, you can make a complaint to the Data Protection Commissioner. Details of the process can be found on their website.

Document version control

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