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## IEQAS Privacy Statement

### About us

The Irish External Quality Assessment Scheme CLG (IEQAS) with offices at B06, Nutgrove Enterprise Park, Rathfarnham, Dublin, D14 DC83, is a not-for-profit company that assesses and seeks to improve the quality of patient testing in Ireland. IEQAS is committed to maintaining the trust and confidence of its participants, Board of Directors, Members, Specialist Advisors, visitors to our website and those who make enquiries. IEQAS does not sell, rent or trade email lists with other companies and businesses for marketing purposes.

This document provides detail on why IEQAS collects your personal information, how we use it and how we keep it secure. Please note that IEQAS is not responsible for the content of external website links on its website as we do not produce or maintain these websites and they are used as a reference only.

### Cookies

Like most websites, IEQAS website uses cookies to collect information. Cookies are used for technical purposes essential to effective operation of the website, particularly in relation to online transactions and site navigation. We do not use cookies to collect or record information on your name, address or other contact details. If you want to disable cookies you need to change your website browser settings to reject cookies, but in general the website may not operate properly if cookies are switched off.

### What data is collected?

In order to provide and administer our EQA and other services, we will collect and process personal data. This is limited to name, telephone number, email and address (usually place of work).

You may provide us with personal data when completing online contact forms, when you contact us via telephone, when emailing us or where we provide you with registration forms for completion or we complete a form in conjunction with you.

We will only share personal data with another organisation when authorised by you. For example, when registering your details or communicating with another EQA provider (eg Labquality) on your behalf.

### Why do we need your personal data?

We will use your personal data only for the performance of our contract with you in the provision of EQA and other related services, including occasional quality-related Special Surveys and development/marketing of new services. In subscribing to our services, you should understand that you are forming a contract with IEQAS. If you contact us for details on services we provide, we consider ourselves as having a legitimate business interest to provide you with further information about our services.

### Data Retention

We will keep your personal data as long as is required to fulfil our obligations to you. After we have fulfilled our obligations, we are required to keep your documents for a further 6 years.

### Protecting your data

We will take all appropriate technical and organisational steps to protect the confidentiality, integrity, availability and authenticity of your data.

### Access to your personal information

You are entitled to query, view, amend, or delete the personal information that we hold and/or withdraw from receiving marketing services from IEQAS. Email your request to Patricia Howley, Data Privacy Representative at [info@ieqas.ie](mailto:info@ieqas.ie)

### Review

This Privacy notice is reviewed annually.