

# Cookie and Privacy Policy - graphicdesigns.ie

## Owner and Data Controller

### Types of Data collected

Among the types of Personal Data that graphicdesigns.ie collects, by itself or through third parties, there are: Cookies; Usage Data.

Complete details on each type of Personal Data collected are provided in the dedicated sections of this privacy policy or by specific explanation texts displayed prior to the Data collection.

Personal Data may be freely provided by the User, or, in case of Usage Data, collected automatically when visiting graphicdesigns.ie Unless specified otherwise, all Data requested by graphicdesigns.ie is mandatory and failure to provide this Data may make it impossible for the domain to provide its services. In cases where graphicdesigns.ie specifically states that some Data is not mandatory, Users are free not to communicate this Data without consequences to the availability or the functioning of the Service.

Users who are uncertain about which Personal Data is mandatory are welcome to contact the sites operator - graphicdesigns.ie Any use of Cookies – or of other tracking tools – by graphicdesigns.ie or by the owners of third-party services used by graphicdesigns.ie serves the purpose of providing the Service required by the User, in addition to any other purposes described in the present document.

Users are responsible for any third-party Personal Data obtained, published or shared through graphicdesigns.ie and confirm that they have the third party's consent to provide the Data to the site.

## Mode and place of processing the Data

### Methods of processing

graphicdesigns.ie takes appropriate security measures to prevent unauthorised access, disclosure, modification, or unauthorised destruction of the Data.

The Data processing is carried out using computers and/or IT enabled tools, following organisational procedures and modes strictly related to the purposes indicated. In addition to graphicdesigns.ie, in some cases, the Data may be accessible to certain types of persons in charge, involved with the operation of graphicdesigns.ie (administration, sales, marketing, legal, system administration) or external parties (such as third-party technical service providers, mail carriers, hosting providers, IT companies, communications agencies) appointed, if necessary, as Data Processors by graphicdesigns.ie. The updated list of these parties may be requested from the site operator at any time.

## Legal basis of processing

graphicdesigns.ie may process Personal Data relating to Users if one of the following applies:

- Users have given their consent for one or more specific purposes. Note: Under some legislations graphicdesigns.ie may be allowed to process Personal Data until the User objects to such processing (“opt-out”), without having to rely on consent or any other of the following legal bases.
- This, however, does not apply, whenever the processing of Personal Data is subject to European data protection law;
- provision of Data is necessary for the performance of an agreement with the User and/or for any pre-contractual obligations thereof;
- processing is necessary for compliance with a legal obligation to which graphicdesigns.ie is subject;
- processing is related to a task that is carried out in the public interest or in the exercise of official authority vested in graphicdesigns.ie;
- processing is necessary for the purposes of the legitimate interests pursued by graphicdesigns.ie or by a third party.

In any case, graphicdesigns.ie will gladly help to clarify the specific legal basis that applies to the processing, and in particular whether the provision of Personal Data is a statutory or contractual requirement, or a requirement necessary to enter into a contract.

## Place

The Data is processed at graphicdesigns.ie operating offices and in any other places where the parties involved in the processing are located.

Depending on the User's location, data transfers may involve transferring the User's Data to a country other than their own. Users are also entitled to learn about the legal basis of Data transfers to a country outside the European Union or to any international organisation governed by public international law or set up by

two or more countries, such as the UN, and about the security measures taken by graphicdesigns.ie to safeguard their Data.

If any such transfer takes place, Users can find out more by checking the relevant sections of this document or inquire with graphicdesigns.ie using the information provided in the contact section as web developer.

### **Retention time**

Personal Data shall be processed and stored for as long as required by the purpose they have been collected for.

Therefore:

- Personal Data collected for purposes related to the performance of a contract between graphicdesigns.ie and the User shall be retained until such contract has been fully performed.
- Personal Data collected for the purposes of graphicdesigns.ie legitimate interests shall be retained as long as needed to fulfil such purposes. graphicdesigns.ie may be allowed to retain Personal Data for a longer period whenever the User has given consent to such processing, as long as such consent is not withdrawn. Furthermore, graphicdesigns.ie may be obliged to retain Personal Data for a longer period whenever required to do so for the performance of a legal obligation or upon order of an authority.

Once the retention period expires, Personal Data shall be deleted. Therefore, the right to access, the right to erasure, the right to rectification and the right to data portability cannot be enforced after expiration of the retention period.

### **The purposes of processing**

The Data concerning the User is collected to allow graphicdesigns.ie to provide its Service, comply with its legal obligations, respond to enforcement requests, protect its rights and interests (or those of its Users or third parties), detect any malicious or fraudulent activity, as well as the following: Analytics.

### **Detailed information on the processing of Personal Data**

Personal Data is collected for the following purposes and using the following services:

#### **Analytics**

#### **The rights of Users**

Users may exercise certain rights regarding their Data processed by graphicdesigns.ie In particular, Users have the right to do the following:

- **Withdraw their consent at any time.** Users have the right to withdraw consent where they have previously given their consent to the processing of their Personal Data.
- **Object to processing of their Data.** Users have the right to object to the processing of their Data if the processing is carried out on a legal basis other than consent. Further details are provided in the dedicated section below.
- **Access their Data.** Users have the right to learn if Data is being processed by graphicdesigns.ie, obtain disclosure regarding certain aspects of the processing and request a copy of the Data undergoing processing.
- **Verify and seek rectification.** Users have the right to verify the accuracy of their Data and ask for it to be updated or corrected.
- **Restrict the processing of their Data.** Users have the right, under certain circumstances, to restrict the processing of their Data.
  - In this case, graphicdesigns.ie will not process their Data for any purpose other than storing it.
- **Have their Personal Data deleted or otherwise removed.** Users have the right, under certain circumstances, to request the erasure of their Data from graphicdesigns.ie.
- **Lodge a complaint.** Users have the right to bring a claim before their competent data protection authority.

### **Details about the right to object to processing**

Where Personal Data is processed for a public interest, in the exercise of an official authority vested in graphicdesigns.ie or for the purposes of the legitimate interests pursued by graphicdesigns.ie, Users may object to such processing by providing a ground related to their particular situation to justify the objection. Users must know that, however, should their Personal Data be processed for direct marketing purposes, they can object to that processing at any time without providing any justification. To learn, whether graphicdesigns.ie is processing Personal Data for direct marketing purposes, Users may contact graphicdesigns.ie.

### **How to exercise these rights**

Any requests to exercise User rights can be directed to graphicdesigns.ie through the contact details provided in this document. These requests can be exercised free of charge and will be addressed by the web developer as early as possible and always within one month.

### **Additional information about Data collection and processing**

#### **Legal action**

The User's Personal Data may be used for legal purposes by graphicdesigns.ie in Court or in the stages leading to possible legal action arising from improper use of this website or the related Services. The User declares to be aware that computodoc.ie may be required to reveal personal data upon request of public authorities.

#### **Additional information about User's Personal Data**

In addition to the information contained in this privacy policy, graphicdesigns.ie may provide the User with additional and contextual information concerning particular Services or the collection and processing of Personal Data upon request.

#### **System logs and maintenance**

For operation and maintenance purposes, computodoc.ie and any third-party services may collect files that record interaction with graphicdesigns.ie (System logs) use other Personal Data (such as the IP Address) for this purpose.

#### **Information not contained in this policy**

More details concerning the collection or processing of Personal Data may be requested from web developer at any time. Please see the contact information at the bottom of this document.

#### **Changes to this privacy policy**

graphicdesigns.ie reserves the right to make changes to this privacy policy at any time by notifying its Users on this page and possibly within the website and/or - as far as technically and legally feasible - sending a notice to Users via any contact information available to graphicdesigns.ie. It is strongly recommended to check this page often, referring to the date of the last modification listed.

Should the changes affect processing activities performed on the basis of the User's consent, graphicdesigns.ie shall collect new consent from the User, where required.

### **Definitions and legal references**

Latest update: October, 19th, 2022

graphicdesigns.ie hosts this content and only collects the Personal Data strictly necessary for it to be provided. Contact: info@graphicdesigns.ie