**Introduction**

Align Advisory Limited is a limited company registered in the Republic of Ireland (reg no 694877). This data protection information notice sets out how Align Advisory uses and protects personal data collected from our website.

**Information about Align Advisory as Data Controller**

Align Advisory is the Data Controller for personal data. In the course of our website activities, Align Advisory, processes personal data in relation to:

* Website visitors;

More information about our data processing for each category is available below. If you are a client or employee of Align Advisory then a separate data protection information notice will be provided to you. As a professional consultancy firm, our intended audience is adults and so we don’t knowingly collect the personal data of children.

This data protection information notice has regard to the General Data Protection Regulation (GDPR) and the Irish Data Protection Act 2018, both of which came into force on 25 May 2018. This information notice is a statement of Align Advisory’s commitment to respect the legislation and protect the data protection rights of individuals.

If you have any queries about how we process your personal data, you can contact us by:

* using the [About Us](https://www.alignadvisory.ie/contact) page on our [website](https://www.alignadvisory.ie/);
* emailing us at [info@alignadvisory.ie](mailto:info@alignadvisory.ie);
* writing to us at Align Advisory Limited, The Charlemont Exchange, Dublin 2

**Purposes of processing & data collection**

Align Advisory processes personal data on our website for the following purposes;

|  |  |  |
| --- | --- | --- |
| **PURPOSE/**  **ACTIVITY** | **TYPE OF DATA** | **LAWFUL BASIS FOR PROCESSING** |
| Cookies are required to operate our website, distribute traffic, optimise response times and keep the website secure. | Technical – device and browser data | Necessary for our legitimate interests to operate our website |

**Cookies**

Cookies are small text files that provide information regarding the device and software used by a visitor. Align Advisory uses only cookies that are strictly necessary for the purposes of operating our website. We do not need your consent to set these cookies.

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **COOKIE NAME** | **PURPOSES** | **DURATION** |
| Strictly necessary | bSesssion  svSession  hs  XSRF-TOKEN  Fedops.logger.sessionID  Ssr-caching  TS0185356c  TS01e85bed | These cookies are required to operate our website, distribute traffic, optimise response times and keep the website secure. | 30 minutes  2 years  Session  Session  2 minutes  1 minute  Session  Session |

**Data sharing**

Align Advisory does not trade personal data for commercial purposes and will only disclose personal data if required by law.

**Data storage**

Align Advisory stores personal data in the European Economic Area.

**Data retention**

Align Advisory retains your personal data for as long as necessary to fulfil the purposes we collected it for.

**Security Measures**

Align Advisory will ensure that all personal data held by us is handled correctly and appropriately according to the nature of the information, the risk associated with mishandling the data, including the damage that could be caused to an individual as a result of loss, corruption and/or accidental disclosure of any such data, and in accordance with any applicable legal requirements.

**Rights of individuals whose data is collected**

Align Advisory has put in place appropriate policies, procedures and training to implement the following rights of data subjects:

1. Right of access
2. Right to rectification
3. Right to erasure (right to be forgotten)
4. Right to restriction of processing
5. Right to data portability
6. Right to object
7. Right not to be subject to automated decision making
8. Right to withdraw data protection consent
9. Right to complain

All requests to exercise these rights will be considered and actioned within **one month** of receipt of the request.

If you have any questions or concerns about how we are using Personal Data about you, please contact Align Advisory using the methods in the next section. If we can’t resolve your question or concern then you can raise your concern with the [Data Protection Commission](https://forms.dataprotection.ie/contact).

**How to contact Align Advisory**

We are not required to have a Data Protection Officer but if you have any queries about how we process your personal data, you can contact us by:

* using the [About Us](https://www.alignadvisory.ie/contact) page on our [website](https://www.alignadvisory.ie/);
* emailing us at [info@alignadvisory.ie](mailto:info@alignadvisory.ie);
* writing to us at Align Advisory Limited, The Charlemont Exchange, Dublin 2

**February 2022**

**End**