



WWGS Privacy Policy

This **Privacy Policy** refers to the WWGS programme. This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please read the following carefully. Entering into this website indicates that the user (either “user” or “you”) has reviewed this Privacy Policy and has agreed to be bound by it. If you do not agree to these terms, you must leave this website immediately.

At WWGS, we are committed to respecting and protecting your privacy.

The goal of this Privacy Policy is to help you understand how **WWGS** deals with any personal data you provide when you visit its website or interact with us online and how we keep it safe and secure.

Who are we?

Irish Aid’s **WorldWise Global Schools** is Ireland’s national Global Citizenship Education (GCE) programme for post-primary schools.

WWGS was established in 2013 as the key channel through which Irish Aid support for GCE in post-primary schools is to be coordinated. The aim of the programme is to increase the number of post-primary schools engaging in quality global citizenship education by providing a comprehensive range of support.

The programme is funded by **Irish Aid** and implemented by a consortium of organisations:

- Self Help Africa
- Concern Worldwide
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- Concern Worldwide
- The City of Dublin Education and Training Board Curriculum Development Unit (CDU).
- The Ubuntu Network
- National Association of Principals & Deputy Principals (NAPD)
- Association of Secondary Teachers in Ireland (ASTI) / Teachers Union Ireland (TUI)

What information do we collect?

We fully respect your right to privacy in relation to your interactions with the website and endeavour to guarantee to be transparent in our dealings with you as to what information we will collect and how we will use your information. Also, we only collect and use individual user details where we have legitimate business reasons, and where we are legally entitled to do so. Information in relation to personal data collected by Irish entities is available on www.dataprotection.ie, the website of the Irish Data Protection Commissioner.

How do we collect information from you?

- **IP Addresses**

We collect IP addresses from visitors to our websites (an IP address is a number that can uniquely identify a specific computer or other network device on the internet). This allows us to identify the location of users, to block disruptive use and to establish the number of visits from different countries. We analyse this data for trend and statistics reasons, such as which parts of our websites users are visiting and how long they spend there.

- **Mailing Lists and Registration processes**

If users wish to utilise certain services located on specific sections of the websites, they are requested to sign up or register. Services that currently require some form of sign up include:

- WWGS Global Passport Programme
- Attendance at WWGS Events and Training
- WWGS Annual Grant Call

To register as a user of such services we need to collect information such as, at a minimum, an email address and phone number. We may also ask some further questions so we can gain a clearer understanding of what you are interested in, in order to personalise the information that we give you.

You can update your personal information held and change your stated interests and whether you wish to receive correspondence from us. You may unsubscribe from any other updates by getting in touch with the programme on info@worldwiseschools.ie. We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

Are there cases where we may use your information to contact you?

We may contact you:

- For administration reasons related to the service to which you have signed up (e.g. to notify you of a particular activity, upcoming deadline or event that is taking place, or in response to a question that you ask us).

- To provide you with information about our services, activities, or online content. You should only receive e-newsletters or similar correspondence and updates from WWGS if you have agreed to in response to any contact you have made with us, e.g. by completing an expression of interest/registration form on our website, or via the Contact Us facility.
- To invite you to participate in surveys about our services (participation is always voluntary).
- To carry out our obligations arising from any contracts entered into by you and us e.g. Grant Funding.
- To seek your views or comments on the services we provide.
- To send you communications which you have requested and that may be of interest to you. These may include information about our work, campaigns, appeals and other fundraising activities, promotions of our associated companies' goods and services.
- To process a grant or job application.

We review our retention periods for personal information on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Where we wish to use your personal information in any other way, we will ensure that we notify you first. You will also be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed in this document.

Do we protect your personal information?

We do our utmost to protect user privacy through the appropriate use of the security technology: we ensure that we have appropriate physical and technological security measures to protect your information; and we ensure that when we outsource any processes that the service provider has appropriate security measures.

Only **authorised staff** have access to your personal information. They are trained and understand the policies, processes and protocol for keeping it safe.

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

When you give us personal information, we take steps to ensure that it's treated securely. Any sensitive information (such as school details) is encrypted and protected with 128 Bit encryption on SSL. When you are on a secure page, a lock icon will appear in the address bar

of most web browsers. Additionally, you should see “https://” at the beginning of the website's address.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Who do we share data with?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may disclose your information to any entity under the control and direction of Irish Aid, the owners of the WWGS programme.

We reserve the right to access and disclose personal data to comply with applicable laws and lawful government requests, to operate our systems properly and to protect both ourselves and our users.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our Website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Changes to the Privacy Policy

This Privacy Policy may be updated from time to time, so you may wish to check it each time you submit personal information to the Website. The date of the most recent revisions will appear on this page. If you do not agree to these changes, please do not continue to use this website to submit personal information.

Consent

By accessing services offered by us, you consent to the collection and use of this information by us as outlined in this Privacy Policy. By providing any personal information to us, you fully understand and clearly consent to such use and transfers as set out in this Privacy Policy.

How to contact us

If you would like to obtain a copy of the personal data we hold on you, or have any queries regarding WWGS use of personal data please contact info@worldwiseschools.ie

We keep this Policy under regular review. This Policy was last updated in January 2024.