

Data Privacy Policy

This privacy notice tells you what to expect when the Fulbright Commission in Ireland collects personal information.

As you browse our website and whenever you communicate with us, we collect information. It deepens our understanding of what works and what doesn't.

We take protecting your privacy very seriously and will always take all reasonable steps within our power to make sure your information is safe.

When we collect information about you, what we collect and how we use it

We collect information every time you interact with us. The type and quantity of information we collect and how we use it depends on why you are providing it.

For example, we may collect information when you:

- Fill out a survey
- Join our mailing lists
- Apply for an award or programme
- Make an enquiry about our programmes or awards or about studying in the USA
- Register to attend one of our events

Information we may collect from these interactions may include, but is not limited to:

- Your name, address, telephone number, mobile number and/or email address, along with your preferences as to how we should contact you in the future
- Information you enter onto our website, enquiry forms, application forms or surveys
- Records of your correspondence with us
- Images, photographs or video if you take part in an event with us
- Details of your visit to the website, including technical information such as the IP address you use to access the website, your browser type and version
- Other details relevant to your communications with us

We will mainly use the data we collect to:

- Provide you with the services or information you asked for – for example, newsletters
- Administer your application and award or place on our programmes
- Keep a record of your relationship with us
- Manage your communication preferences, including marketing preferences
- Understand how we can improve our services or information
- Keep you up to date with the Commission's work
- Support and further our mission (for example we may with your consent use images, photographs or video in marketing or promotional materials)

Visitors to our website

When someone visits Fulbright.ie we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site.

How long we keep your data for

We will hold your personal information on our systems for as long as is necessary for the relevant activity. If you request that we stop sending you marketing materials we will keep a record of your contact details and the appropriate information to enable us to comply with your request not to be contacted by us. We won't keep any information that we don't need.

Contacting us about the information we hold about you

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulation (GDPR) from the 25th of May 2018. If we do hold information about you, on request we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request to the Fulbright Commission in Ireland for any personal information we may hold you need to put the request in writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we hold information about you, you can ask us to correct any mistakes by contacting us.

Sharing your information with other parties

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

We may allow our suppliers to access and use your personal data to allow them to perform services on our behalf (e.g. payment processing for Fulbright Awardees). In these circumstances, we will not give these organisations any rights to use your personal information except to provide services to us and in accordance with our instructions.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this policy

The Fulbright Commission in Ireland may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25 May 2018.

How to contact us

You can write to us by completing our [contact us page](#).