

PRIVACY POLICY

Introduction

MCMG is committed to safeguarding the privacy of your information in accordance with the principles below:

- We will only collect and use your information where we have lawful grounds and legitimate business

reasons to do so;

- We will be transparent in our dealings with you, and will tell you how we will collect and use your information;
- If we have collected your information for a particular purpose we will not use it for anything else unless you have been informed and, where relevant, your permission obtained;
- We will not ask for more information than we need for the purposes for which we are collecting it;
- We will update our records when you inform us that your details have changed;
- We will observe the rights granted to you under applicable privacy and data protection laws and we

will ensure that any queries relating to privacy issues are dealt with promptly and transparently; and

- We will train our staff on their privacy obligations.

Scope

This policy applies to Personal Information that is processed by MCMG during the course of its normal daily business activities. It applies to information we collect about:

- visitors to our websites
- individuals who correspond with us by phone, e-mail or hard copy methods
- individuals who make general enquiries in their own capacity or on behalf of an organization

Our collection and use of information

Visitors to our website and use of cookies

When someone visits www.mccabe-mcginn.ie, we may collect standard internet log information and details of visitor patterns to track the traffic and numbers of visitors to various parts of the Site. This information is collected in the aggregate and does not identify any individuals or gather Personal

Information.

We use the personal information we collect to respond to online queries, to e-mail, to supply requested information on MCMG projects, or opportunities, or for the specific purpose requested.

Subscription to MCMG newsletters

The name and contact information provided by website users or e-mail recipients who opt to subscribe to our newsletter or newsfeed is used for the distribution of the newsletter to the address provided. MCMG has incorporated unsubscribe mechanisms into all electronic communications and users can unsubscribe at any time in accordance with our Privacy Policy.

Enquiries by e-mail

We will only use Personal Information provided to us via e-mail enquiries to respond to your enquiry or to manage our business relationship with you or your employer. We may also collect your name, title, company, address, and contact information including phone number and e-mail address and any information which you send to us or post on our Site, such as when you make an enquiry through our website. We will only use this information to contact you in order to answer your questions and requests to provide you with the information. MCMG does not use the information provided in such enquiries to create individual profiles nor does it disclose the information to anyone other than those in the Company who are best suited to provide you with a response.

E-mail monitoring or blocking software may be used for security purposes and for compliance with Company policies.

Sharing and processing of personal information

MCMG may share your Personal Information with companies or our affiliates. We will share your Personal Information with third parties only in the ways that are described in this privacy policy. The Company may share aggregate information on the use of our Website with third parties as described in our Cookie Policy. The Company will not sell, rent, share or trade your Personal Information to any third party. We may engage third parties and service providers to process data on our behalf and to facilitate or outsource one or more aspects of the operation of the Site or our business.

We may also disclose your Personal Information:

- as required by law, such as to comply with a legal process;
- when we believe in good faith that disclosure is necessary to protect our people, security, rights or property, to protect your safety or the safety of others, investigate fraud, or respond to a government request, or in connection with actual or threatened litigation

Security of personal information

The security of your Personal Information is important to us. We follow what we believe to be appropriate standards to protect the Personal Information submitted to us, both during transmission and once we receive it. As no method of transmission over the Internet, or method of electronic storage, is 100% secure however, we cannot guarantee its absolute security. We will use what we consider to be reasonable security measures to protect your Personal Information against unauthorized access. Please be careful whenever sending Personal Information to us via e-mail. E-mail is generally not a secure means of transferring information. We therefore cannot guarantee that this information will not be lost or used in a fraudulent manner and we encourage the use of e-mail encryption to communicate with us.

Enforcement

The purpose of this Privacy Policy is to set out the principles governing the use of personal data you provide to us and any information that we obtain about you. MCMG complies with this Privacy Policy as well as applicable current General Data Protection Regulations. When we receive formal written enquiries, request or complaints, we will contact the person who issued the communication to follow up. We will work to resolve any complaints or issues regarding the transfer of personal data and try to resolve directly with the relevant individuals.

Applying to work with us

If you use the website to apply to work with us, we will use the information you supply to process your application. We may use third parties who run some of the functionality on our website. We will ask you to sign up to additional privacy terms if you apply for a job with us. Once a person has taken up employment with us, we will compile a file relating to their employment. At that stage we will provide details about how we hold employee data and we will expect the employee to sign up to additional privacy terms as part of their employment.

Third party links and sites

Our Website may contain links to other web sites or services which are outside our control and are not covered by this Privacy Policy. If you access or share information with other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy; these may differ from ours. We are not responsible for the privacy standards and practices of third parties and we do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk. Social media widgets

Our Website, from time to time, may include Social Media Features, such as the Facebook, YouTube, LinkedIn, Instagram, Google + and Twitter buttons and widgets, such as the Share this button or interactive mini-programs that run on our site. These Features may collect information on your IP address, which page you are visiting on our site, and may set a cookie to enable the Feature to function properly. Please see our Cookie Policy for more information and for more information about cookies in general visit www.allaboutcookies.org.



Social Media Features and Widgets are either hosted by a third party or hosted directly on our Site. Your interactions with these Features are governed by the privacy policy of the company providing it. Personal Information that you provide to MCMG via social media accounts is collected on those sites to capture conversations (e.g. questions and answers, comments, retweets) between you and the Company. It may be used to respond to enquiries, or for statistical, evaluation and reporting purposes.

User access and choice

All comments, queries and requests relating to our use of your data are welcomed. If you have questions or concerns regarding this Privacy Policy, or if you wish to review or edit your Personal Information or request that we correct or delete Personal Information in our possession, please contact us at the address below:

E-mail

info@mccabe-mcginn.ie

Unless restricted by law, we will take all reasonable steps to functionally delete your Personal Information from our database(s) upon request, although we may keep a copy for archival purposes for as long as necessary in our opinion, in compliance with applicable laws. We will respond to your request to access, update or delete your Personal Information within thirty (30) days. Before we are able to provide you with any information, correct any inaccuracies or delete any information however, we may ask you to verify your identity and to provide other details (in a secure manner) to help us to respond to your request.

We will retain your information for as long as needed to provide you services or the information requested in your contact with us. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements

Change of privacy policy

We may update this Privacy Policy at any time to reflect changes to our information practices. If we make any material changes notification will be by means of a notice on our website or in our e-mail footer only. We encourage you to periodically review our website and links in our e-mail footer for the latest information on our privacy practices. You should therefore return here regularly to view our most up to date Privacy Policy. You may also wish to print a copy for your records.