

Association of Higher Education Careers Service (AHECS) Privacy Policy

This privacy policy will explain how Association of Higher Education Careers Service (AHECS) uses the personal data we collect from you when you use our website.

Topics:

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What data do we collect?

AHECS collects the following data:

- Personal identification information (Name, email address, etc.)
- institution, department within institution and role

How do we collect your data?

You directly provide AHECS with most of the data we collect. We collect data and process data when you:

- Renew annual institutional membership
- Register online for training or attendance at events, submission of awards
- Notify us of changes to institutional membership
- Voluntarily complete a survey or provide feedback
- Use or view our website via your browser's cookies

AHECS may also receive your data indirectly from the following sources:

- Via your Head of Service or their nominee

How will we use your data?

AHECS collects your data so that we can:

- Provide access to training, events, awards, information

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If you agree, AHECS will share your data with our partners and suppliers so that they may offer you their products and services.

- GTI / gradireland
- Training facilitators

How do we store your data?

AHECS securely stores your data at the Company registered address (University of Limerick) and on the AHECS SharePoint site.

AHECS will keep your personal data for the duration of your membership. Once this time period has expired, we will delete your data by removing it from the AHECS SharePoint.

Marketing

AHECS would like to send you information;

- about services of ours that we think you might like
- from colleagues in member institutions, the HEI network or other government departments, state agencies and bodies
- from our partner companies
- GTI / gradireland

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop AHECS from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email admin@ahecs.ie.

What are your data protection rights?

AHECS would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request AHECS for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that AHECS correct any information you believe is inaccurate. You also have the right to request AHECS to complete information you believe is incomplete.

The right to erasure - You have the right to request that AHECS erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that AHECS restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to AHECS processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that AHECS transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at admin@ahecs.ie

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

AHECS uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** - AHECS uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** - AHECS uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. AHECS sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The AHECS website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

AHECS keeps this privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 21 March 2025.

How to contact us

If you have any questions about the AHECS privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at:
admin@ahecs.ie

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that AHECS has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Current Website Privacy Statement

Privacy Policy

Association of Higher Education Careers Services – General Statement

The Association of Higher Education Careers Services (AHECS) respects an individual's right to privacy and actively seeks to preserve the privacy rights of those who share information with the Association. Any personal information which is volunteered to the Association will be treated with the highest standards of security and confidentiality, in accordance with the General Data Protection Regulation (GDPR), May 2018. This statement is not deemed to be a contractual undertaking.

Association of Higher Education Careers Services – Website Privacy

This Privacy Statement explains the privacy guidelines that the Association of Higher Education Careers Services (AHECS) has adopted for its websites. This policy relates to websites hosted under the AHECS.ie domain only. The Association is not responsible for the content or privacy practices of external websites. Within the AHECS domain, one may find websites over which the Association has no editorial responsibility or direct control. At times, links to these websites are not always clearly identifiable. Such sites can include the websites of member organisations etc. While AHECS encourages compliance with this web privacy statement at such sites, please consult the privacy statements of individual sites or contact the persons responsible for those sites, in order to understand the policies and practices under which they operate.

Processing of personal information on the website

Revised March 2025

The Association of Higher Education Careers Services (AHECS) does not collect any personal data about web visitors on this website. Information provided is used by the Association only in accordance with the purpose for which it has been provided and will only be retained for as long as required for the purpose. The Association of Higher Education Careers Services (AHECS) will not retain any personal information about its web visitors on this website without permission save in cases where the Association is required by law to do so, such as the investigation of a criminal offence by the Gardai, or a breach of the Association's web-related policies, procedures or guidelines.

Processing of technical information on the website

The Association of Higher Education Careers Services (AHECS) website uses Google Analytics to collect anonymous traffic data to the website to help the Association analyse how users use the site. These tools use 'cookies', which are small text files stored on a user's computer. They are used to collect anonymous data on user behaviour and standard Internet activity. The information stored in the cookie is transmitted to the analytics tools and then used to evaluate visitors' use of the website and to compile statistical reports on website activity for Association of Higher Education Careers Services (AHECS). The Association will never (nor will enable Third Parties to) use these analytics tools to track or collect any personally identifiable data of visitors to the Association of Higher Education Careers Services (AHECS) site. This data is completely anonymous. Users may also disable cookies from their web browser with no loss of functionality. Technical details in connection with visits to this website may be logged on the Association's server for accounting and auditing purposes (e.g. Computer IP number). It is the policy of the Association not to disclose such technical information in respect of individual website visitors to any third party unless obliged to disclose such information by a rule of law. The technical information will be used only for statistical purposes. It should be noted that technical details, which the Association cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of the General Data Protection Regulation (GDPR), May 2018.

Review

The Association of Higher Education Careers Services (AHECS) has adopted this Privacy Statement for its websites. The Association reserves the right to review and amend this statement at any time without notice in light of legislative or other requirements and the statement should be accessed regularly for the most up to date Privacy Statement.