

- **Introduction**

We at Burke Insurances Ltd respect your right to privacy and comply with our obligations under the Data Protection Acts 1988 and 2002. The purpose of this Website Privacy Policy is to outline how we deal with any personal data you provide to us while visiting this website. If you are not happy with this Website Privacy Policy, you should not use this website.

By visiting this website, you are accepting the terms of this Website Privacy Policy. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of these other websites.

- **Personal Information we Collect**

We retain two types of information:

"Personal Data"

This is data that identifies you or can be used to identify or contact you and may include your name, address, email address, user IP addresses in circumstances where they have not been deleted, clipped or anonymised, telephone number, and billing and credit card information. It also includes information submitted by you for the purposes of obtaining an insurance quote. Such information is only collected from you if you voluntarily submit it to us.

"Non-Personal Data"

Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all visitors to our website. This Non-Personal Data comprises information that cannot be used to identify or contact you, such as demographic information regarding, for example, user IP addresses where they have been clipped or anonymised, browser types and other anonymous statistical data involving the use of our website.

- **Use of Personal Information**

Personal Data

We will process any Personal Data you provide to us for the following purposes:

- To provide you with the product or services you have selected
- To contact you if required or to respond to any communications you might send to us
- To inform you of any promotional material we might periodically have available

Non-Personal Data

We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise our website.

- **Telephone Recording**

We may record telephone calls for training and verification purposes.

- **Cookies**

A cookie is a simple text file stored by the browser on your computer at the request of our server and only that server will be able to retrieve or read the contents of that cookie. We record visits to our website and use browser cookies in order to monitor your progress through our site, although we do not store your personal data in browser cookies. This information is used by us to measure the performance of the site and to generate other statistics about visitors to our web site in general. We may also use this data to make the site easier and more convenient to use.

- **Disclosure of Information to Third Parties**

We may provide Non-Personal Data to third parties, where such information is combined with similar information of other users of our web site. For example, we might inform third parties regarding the number of unique users who visit our web site, the demographic breakdown of our community users of our web site, or the activities that visitors to our web site engage in while on our web site. The third parties to whom we may provide this information may include potential or actual advertisers, providers of advertising services (including web site tracking services), commercial partners, sponsors, licensees, researchers and other similar parties.

We will not disclose your Personal Data to third parties unless you have consented to this disclosure or unless the third party is required to fulfil your service order (in such circumstances, the third party is bound by similar data protection requirements. We will disclose your Personal Data if we believe in good faith that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order, or other statutory requirement.

We have technologies and procedures in place to protect your personal information. Emails you send us are not necessarily secure when they are transmitted to us. If your communication is sensitive or includes highly confidential information such as card details, we suggest you provide them to us by telephone.

- **Sale of Business**

We reserve the right to transfer information (including your Personal Data) to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of the Website Privacy Policy and provided that the third party only uses your Personal Data for the purposes that you provided it to us. You will be notified in the event of any such transfer and you will be afforded an opportunity to opt-out.

- **Security**

Any payment information is held on secure servers for the duration of the transaction. The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet. No data transmission over the Internet can be guaranteed to be 100% secure. However, we will take all reasonable steps (including appropriate technical and organisational measures) to protect your Personal Data.

- **Changes to the Website Privacy Policy**

Any changes to this Website Privacy Policy will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that stated in this Website Privacy Policy, or otherwise disclosed to you at the time it was collected, we will notify you by email, and you will have a choice as to whether or not we use your information in the new manner.

- **Accessing and Updating Information**

Under section 4 of the Data Protection Acts, you have the right of access to any Personal Information about you which we hold. If you wish to obtain a copy of this information then please contact us in writing: Burke Insurances Ltd, 6 St Brendan's Road, Woodquay Galway. A fee may be charged for this (max. €6.35). We will provide you with a copy of your Personal Information as soon as may be possible and in any event not more than 40 days after the request in writing and payment is received by us.

If you find that we hold Personal Information about you which is incorrect, please send us details in writing and we will then make any necessary corrections.