

## **Totally Partner Limited Privacy Statement**

This statement relates to the privacy policies that Totally Partner uses in relation to this website, [www.totallydublin.ie](http://www.totallydublin.ie). We are not responsible for the content or privacy practices of other websites. Any external links to other websites are clearly identifiable as such.

### **Collection and use of personal information**

Totally Partner collects personal information when you sign up as a Partner and also when you subscribe to the newsletter. By registering as a partner and subscribing, you are consenting to the collection of your personal data. We hold some of your personal information including your name, email address, phone numbers, office address, for Partners. Subscribers to the Newsletter only submit their name and email address.

Totally Partner complies with its obligations under applicable data protection legislation or any other relevant legislation. Your personal information may however be shared with other companies within the Totally Partner and HKM Media group of companies. Where there is a legal obligation to do so, we may disclose your information to any relevant regulatory authority.

### **Cookies**

Totally Partner uses cookies on the website, a cookie is a very small text file that is placed on the visitor's computer by a web server. It functions as an ID card that can either be run as code or carry a virus. It is personal and can only be read by the server that put it there.

Totally Partner uses two types of cookies. One is a so called session cookie. This cookie is temporarily stored on your computer during the time that you are surfing [www.totallydublin.ie](http://www.totallydublin.ie) so that the functions on the website will know that you are on the Website and when you move between different pages.

The second type of cookie saves a file for a longer period of time on your computer. Totally Partner uses this cookie to see whether someone is a returning visitor or is using the site for the first time. Totally Partner will then target content to you in accordance to your previous visits to the Website.

It is possible to disable cookies, you can either close Totally Dublin's home page or set your web browser so that it blocks cookies. Note that you may not be able to use every function on this website if you block cookies. The way in which you can block the cookies will depend on what browser you are using.

**Right of Access**

You have a right to request a copy of the personal data from Totally Partner Limited. The subject access request should be made in writing to Data Protection Officer, Totally Partner Limited, 60 Merrion Square, Dublin 2., accompanied with the fee of Euros 6.35 and proof of identify and we will reply within 40 calendar days.

**Right of Rectification or Erasure**

We want to ensure that the information we hold for you is up to date and correct. You have the right to request that your personal information be corrected, if inaccurate or erase, if this is required. Please send a request in writing to Data Protection Officer, Totally Partner Limited, 60 Merrion Square, Dublin 2, with proof of identity enclosed.