

Confidentiality on the Minding Creative Minds Website

We fully respect your right to privacy in relation to your use of our website .

We have a legal duty to protect the confidentiality of our users' information. Your personal data will be treated with the highest standards of security and confidentiality. This is strictly in accordance with:

- national data protection and electronic communications legislation
- applicable European Union (EU) directives.

When you engage with Minding Creative Minds, and our support services and submit sensitive information such as required in an application for mentorship support, the information is protected according to industry best practice.

Minding Creative Minds Privacy Statement contains further information on issues such as the:

- registration for online support services such as events, monthly meetups or workshops via our website.
 - collection of Internet Protocol (IP) addresses
 - use of cookies
 - usage of Google analytics
1. *References to 'website' include references to our online events or support applications and services.*
 2. *Includes policies on data protection, event registration T&C's, and procurement accessibility.*

Security on the Minding Creative Minds website

Security on the website is of vital importance. Our internet facing sites are certified. Any pages that request personal information, are encrypted using a 256 bit Extended Validation (EV) SSL certificate signed by a publicly trusted certificate authority.

Minding Creative Minds.ie

Phishing (email scams)

Phishing is a scam where bogus emails are sent to trick you into revealing personal or financial information. A link in the email will take you to a fake web page, which will request personal information such as your:

- PIN
- password
- Personal Public Service Number (PPSN)
- bank account information.

This information could be used to apply for a credit card or write cheques in your name.

Phishing emails may appear to come from:

- government departments
- banks
- credit card companies
- online shops.
- Service Providers

They may contain realistic logos and official-sounding text. They may even carry a warning about phishing.

Stay safe and secure online

Minding Creative Minds will never send emails which require the community or users to send personal information via email or pop-up windows.

Smishing (SMS fraud)

'Smishing' is a scam where you are sent an SMS (text message) containing a link to a fraudulent website or phone number. The sender is attempting to collect personal information.

Please remember that Minding Creative Minds will never send unsolicited text messages. If you receive an unsolicited text message purporting to be from Minding Creative Minds, ignore it.

Secure web pages

All pages on the Minding Creative Minds website that request personal information are encrypted. You can verify that the page is secure by looking for a padlock icon in your browser.

Standard (non-secured) email

You should not send personal or confidential information to Minding Creative Minds by email. Email is sent through networks, and can be intercepted and read unless it is protected with encryption.

Minding Creative Minds cannot guarantee that any personal or sensitive data, sent in plain text through standard email, is fully secure. Anyone opting to use this channel is deemed to have accepted any risk involved.

To send personal or sensitive information to Minding Creative Minds you should use either:

- Dedicated phone lines with suppliers such as Spectrum
- Standard post.

Personal contacts

Minding Creative Minds representatives in the exercise of supports are required to:

- identify themselves
- state the purpose of the meeting.

Minding Creative Minds suppliers, panelists, or service providers should provide business cards showing the address and telephone number of their office. This information can be used to confirm that the support provider is who they say they are.

Unauthorised access or suspected data breaches

You can Contact us if you have concerns that:

- your personal data has been put at risk by unauthorised access or disclosure

or

- that a data breach has occurred in relation to your personal data.

We will investigate the matter fully and take any appropriate steps necessary.

Enquiries about data protection

If you have any enquires concerning Data Protection in Minding Creative Minds you can contact emmao@mindingcreativeminds.ie

We will be happy to assist you in relation to any data protection matters.