

Privacy Policy

This statement relates to our privacy practices in connection with this website.

We are not responsible for the content or privacy practices of other websites. Any external links to other websites are clearly identifiable as such. Some technical terms used in this statement are explained at the end of this page.

General statement

Guidanceoffice.info fully respects your right to privacy, and will not collect or publish any personal information about you through this website.

Collection and use of personal information

Guidanceoffice.info does not collect any personal data about you on this website, apart from information which you volunteer (for example by e-mailing us or by using our online feedback form). Any information which you provide in this way is not made available to any third parties, and is used by guidanceoffice.info only in line with the purpose for which you provided it.

Collection and use of technical information

Visitors can use this website with no loss of functionality if cookies are disabled from the web browser. Technical details in connection with visits to this website are logged by our internet service provider for statistical purposes. No information is collected that could be used by us to personally identify website visitors. The technical details logged are confined to the following items:

- the IP address of the visitor's web server
- Google analytics which shows the traffic of visitors around this web site (for example pages accessed and documents downloaded)
- the type of web browser, device and operating system used by the website visitor.

Guidanceoffice.info will make no attempt to identify individual visitors, or to associate the technical details listed above with any individual. It is the policy of guidanceoffice.info never to disclose such technical information in respect of individual website visitors to any third party (apart from our internet service provider, which records such data on our behalf and which is bound by confidentiality provisions in this regard), unless obliged to disclose such information by law. The technical information will be used only by guidanceoffice.info, and only for statistical and other administrative purposes. You should note that technical details, which we cannot associate with any identifiable individual, do not constitute "personal data" for the purposes of the Data Protection Acts, 1988 – 2003.

Complaints about data processed via the website

If you are concerned about how personal data is processed via this website, please do not hesitate to bring such concerns to us by contacting us using the email address info@guidanceoffice.info

Third Party Websites

This privacy policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any website to which this website contains a link. The inclusion of a link on the website does not imply endorsement of the linked website by us.

Glossary of technical terms used

Web browser: The piece of software you use to read web pages. Examples include, but are not limited to, Google Chrome, Microsoft Internet Explorer, Firefox, Safari and Opera.

IP address: The identifying details for your computer, or your internet company's computer, expressed in "internet protocol" code (for example 192.168.72.34). Every computer connected to the web has a unique IP address, although the address may not be the same every time a connection is made.

Cookies: Small pieces of information, stored in simple text files, placed on your computer by a web site. Cookies can be read by the web site on your subsequent visits. The information stored in a cookie may relate to your browsing habits on the web page, or a unique identification number so that the web site can "remember" you on your return visit. Generally speaking, cookies do not contain personal information from which you can be identified, unless you have furnished such information to the web site.