

## **Mypassword Privacy Statement**

*This statement relates to the Dublin Institute of Technology (DIT) Self Service Password Manager, mypassword.dit.ie. Within mypassword.dit.ie you may find links to other websites for which DIT does not have editorial responsibility or control. While DIT encourages compliance with this web privacy statement at such sites, we ask Mypassword users to consult the privacy statement of individual sites or contact the persons responsible for those sites, in order to understand the policies and practices under which they operate.*

*DIT fully respects the rights of users of Mypassword and is committed to protecting your privacy rights. DIT is the Data Controller and we retain your information securely and in line with the DIT Data Protection Policies and Procedures and the DIT ICT IT Security Policies and Procedures. Further information on your rights under the Data Protection legislation is available here:*

<http://www.dit.ie/media/instituteofsecretary/Data%20Protection%20Policy.pdf>

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

Mypassword may ask you to provide personal identifying information. Any such information volunteered by you through the process of using this website will be treated with the highest standards of security and confidentiality and processed in accordance with the Data Protection Acts and EU General Data Protection Regulation (GDPR EU 2016/679). Mypassword may also collect potentially personally-identifying information such as Internet Protocol (IP) addresses. Mypassword does not use such information to identify its visitors, however, and does not disclose such information, other than under the same circumstances that it uses and discloses personally-identifying information, as described below

Mypassword activity may be aggregated with data from other DIT systems in order to provide you with a better service. DIT may also collect anonymised data on Mypassword usage for statistical purposes or administrative functions. The information will also be shared with a third party, Microsoft, for the purposes of effectively delivering the service. Your data on Mypassword will be only be used for the purposes outlined here, and will not be shared with any third party for the purposes of direct marketing or any other unnecessary purpose

In exceptional cases, where permitted by data protection laws, we may process and disclose data without consent or notice to you, for example, where it is required to investigate offenses, to prevent injury or damage, or to comply with a legal obligation.

## Your Rights

Pursuant to the Data Protection Acts and the EU General Data Protection Regulation (GDPR EU 2016/679) , you have a right to obtain a copy of the data held about you. Also, if incorrect information is held about you, you have a right to request that this information is amended or erased.

Please be advised that once your data is deleted from MyPassword, you will not be able to self-manage your password, and in the event of losing your password, it can only be reset by presenting your student card in person to the DIT ICT Support Desk, Room G-006, Aungier Street.

This statement should not be construed as a contractual undertaking. The Institute reserves the right to review and amend this statement at any time without notice and you should therefore re-visit this webpage from time to time.

Any queries or concerns you may have about the processing of personal information on MyPassword should be addressed to:

### **Data Protection Officer**

Dublin Institute of Technology,

191-193a Park House, North Circular Road, Grangegorman,

Dublin 7

E-mail: [foi@dit.ie](mailto:foi@dit.ie)

Tel: +353-1-2205027