



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**

**LIMERICK & CLARE**  
Education & Training Board

# COOKIE POLICY

Policy Area	Information Technology
Version	1.0
Date	Created: May 2022
Monitored	Every 3 Years
Responsibility	Information Technology Department
Approval	Senior Management
This policy document is an uncontrolled copy. Each staff member should consult StaffCONNECT for the latest version of this document.	

## Visitors to Limerick and Clare Education and Training Board website

### 1. Introduction

Limerick and Clare Education and Training Board (the ETB) will not use any personal information, in any other manner, except for the purpose it was provided e.g. your email address will be required if you submit a query using the contact form on the “Contact Us” page. Any such information volunteered will be treated with the highest standards of security and confidentiality.

### 2. Purpose

Limerick and Clare Education and Training Board is committed to protecting and respecting your privacy. This Cookie Policy sets out how the ETB uses and protects any information that you may provide to us when using our website on [www.lcetb.ie](http://www.lcetb.ie). By using this the ETB website, you are indicating that you accept these terms of use and that you agree to abide by them. The ETB recommends you read the information provided below in full.

*Please note that the information provided on this Cookie Policy is intended as a general guide only and not as a detailed legal analysis.*

### 3. Cookies in Use on This Site

#### 3.1 What are Cookies?

Our website uses cookies, as almost all websites do, to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or mobile device when you browse websites.

#### 3.2 Our cookies help us:

- Make our website work as you would expect;
- Remember your settings during and between visits;
- Improve the speed/security of the site;
- Allow you to share pages with social networks like Facebook;
- Continuously improve our website for you.

#### 3.3 We do not use cookies to:

- Collect any personally identifiable information (without your express permission);
- Collect any sensitive information (without your express permission);
- Pass data to advertising networks;
- Pass personally identifiable data to third parties.

You can learn more about all the cookies we use in the next section.

### 4. Granting us permission to use cookies

If the settings on your software that you are using to view this website (your browser) are adjusted to accept cookies we take this, and your continued use of our website, to mean that you are fine with this. Should you wish to remove or not use cookies from our site you can learn how to do this below, however doing so will likely mean that our site will not work as you would expect.

### 5. Website Function Cookies & Third party functions

5.1 We use cookies to make our website work including:

- **Persistent Cookies** – used for Language settings
- **Anonymous Analytics Cookies** – Some of the cookies we use are called analytical cookies. They allow us to recognise and count the number of visitors and to see how visitors move around the site when they are using it. This helps us to improve the way our website works, for example by making sure users are finding what they need easily. This information is anonymous (i.e. it cannot be used to identify you and does not contain personal information such as your name and email address) and it is only used for statistical purposes. This helps the ETB to continuously improve services on the website. Analytics also tells us on an anonymous basis, how people reached this site (e.g. from a search engine) and whether they have been here before. Please note: the ETB uses [Google Analytics](#).

5.2 Our site, like most websites, includes functionality provided by third parties. A common example is an embedded YouTube video. Our site includes the following which use cookies:

- **Videos (powered by YouTube and Vimeo)**
- **Google Maps**
- **Other embedded content**

*Disabling these cookies will likely break the functions offered by these third parties.*

### 6. Social Website Cookies

6.1 So you can easily “Like” or share our content using a variety of social media tools, we have included sharing buttons on our site:

6.2 Cookies are set by:

- **Facebook**
- **Twitter**
- **LinkedIn**
- **Instagram**

*The privacy implications on this will vary from social network to social network and will be dependent on the privacy settings you have chosen on these networks, please refer to each individual site for their Privacy Policy.*