

Privacy Policy

Who we are?

Irish Manufacturing Research (IMR) is a leading manufacturing Research & Technology Organisation with labs and industrial pilot lines in Dublin and Mullingar. IMR works with leading global and indigenous brands to demystify, derisk new and emerging technologies & to deliver high impact collaborative research to enable global leadership in advanced manufacturing IMR has over 60 researchers with years of combined Industry Expertise working in the following areas: Digitisation, Automation and Advanced Control, Design for Manufacturing and Sustainable Manufacturing. IMR activities span national and European research collaborations, prototyping services, training, and Industry networks. IMR is part of the Technology Centre Program co-funded by the Enterprise Ireland and the IDA. IMR has two locations in Ireland, its HQ is based in Unit A, Aerodrome Business Park, Rathcoole, Co. Dublin, and its Lab is based in the National Science Park, Dublin Road, Mullingar, Co. Westmeath.

IMR is committed to protecting and respecting your privacy. Any personal data collected by IMR will be processed and stored in accordance with this Data Privacy (“Policy”) and Data Protection Law. This Policy explains what personal data is collected and the purposes for which it is used and may be disclosed in accordance with applicable Data Protection Legislation. This Policy also sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it. In this Policy, “Data Protection Legislation” means all applicable data protection law, including the General Data Protection Regulation (Regulation (EU) 2016/679) ([“GDPR”](#)) and the Data Protection Act 2018 and any legislation which amends, extends, consolidates, re-enacts, or replaces same.

Collection and use of personal information.

You do not have to provide us with any personal information (or personal data). We only collect and process your personal information which you elect to give us (for example by e-mailing us, joining as a member, attending an IMR event or visiting our event stand and requesting to be updated for future events or by using our online Contact Us form). Any personal information which you provide is not made available to any third parties, save as required by law, and is used by IMR only in line with the purpose for which you provided it. You should also note that any personal information which you provide to us by way of completing an application form, submitting a job application or provide in another format will only be used by us for the purpose(s) for which you provided it. We may also combine this personal data with other personal data we hold about you across the entities on the list of controllers in our group (see Who We Are above) and the different channels you use to interact with us (for example, our website, social channels, imr tools). We do this to form a clearer picture about the kind of research areas in which you might be interested.

Why do we collect your information?

We collect and process your personal data to manage and administer the relationship between you and IMR, to fulfil our statutory functions, to comply with our statutory obligations and to evaluate and improve our performance.

The legal basis for processing your personal information

- compliance with a legal obligation to which we are subject e.g., disclosure of payments/grants to revenue.
- personal data that you elect to give us for example, by emailing us, filling in an on-line form replying to a tender, applying for a grant, and/or by participating in an Innovation Fund with the CIRCULÉIRE Programme.
- where you have provided consent for processing for one or more specific purposes e.g., where you have asked us to send you updates on our activities, events, or other information.
- Where you have completed our Contact Us form or signed up to the newsletter on our website.
- Where you are claiming expenses in relation to a project or paying for training courses.

Sharing personal information

IMR does not routinely share your personal information. In limited cases, save as required by law, we may be required to share your personal data in order to verify or validate certain information in order to administer a service to you or on your behalf. In these instances, we will inform you about our data sharing process. We share personal information with certain of our service providers subject to contract terms that limit their use of personal information. We have service providers that provide services on our behalf, website hosting, data analysis, marketing service, information technology and related infrastructure. These service providers may need to access personal information to perform their services. We authorize such service providers to use or disclose the personal information only to perform services on our behalf or comply with legal requirements. We require such service providers to contractually commit to protect the security and confidentiality of personal information they process on our behalf.

PERSONAL DATA COLLECTION AND MANAGEMENT

1. Types of information collected by IMR

We collect and further process two types of information:

"Non-Personal Data"

Like most websites, we gather statistical and other analytical information collected on an aggregate basis of all visitors to our website. This Non-Personal Data comprises information that cannot be used to identify or contact you, such as demographic information regarding, for example, user IP (Intellectual Property) addresses where they have been clipped or anonymised, browser types and other anonymous statistical data involving the use of our website.

"Personal Data"

This is data that identifies you or can be used to identify or contact you and may include your name, address, e-mail address, user IP addresses (in circumstances where they have not been deleted, clipped or anonymised) financial information which you may give us and telephone number. Such information is only collected from you if you elect to submit it to us and we use it to deliver services and information to you.

IMR collects personal data in the following circumstances:

Under the IMR membership contract member organisations are asked to nominate named contacts in their business/ organisation with whom IMR may communicate with to provide our service and updates. We also collect such data from non-members and other interested parties. These contact details are collected on a business-to-business basis and the legal basis for such data protection is to facilitate the necessary performance of the membership contract and/or provide information or services to the relevant parties.

In addition, businesses may provide employee details to IMR when seeking training and other relevant services from IMR.

Other personal data processed by IMR for an attendee at an IMR event and training course, and for communicating with media and other stakeholders with whom IMR communicates as part of its role as a research organisation.

We will also have supplier contact details which will contain individual names, and contact details.

In addition, IMR processes personal data of our employees.

We collect and process personal financial data to fulfil our statutory functions and to comply with our statutory obligations.

- To process and review external grant applications.
- To administer approved grant funding including grant inspection activities required under the terms and conditions of a grant agreement e.g., to allow IMR to facilitate a grant drawdown.
- compliance with a legal or contractual obligations.

Our website is not intended for children, and we do not knowingly collect data relating to children.

2. Purposes for which we hold your Information

Non-Personal Data:

We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise our website.

Personal Data:

We will process any Personal Data you provide to us for the following purposes.

- to contact you if we are to respond to any communications from you.
- to confirm your identity to process any requests from you i.e., membership application, event bookings, training, or publication query.
- to review and update our membership contact details.
- to notify you of changes and updates to our services and to our websites
- to be used in statistical reporting regarding our web activities
- to process any requests, we receive from you.
- to provide you with our newsletters for which you subscribed to
- to ensure that we minimise, in so far as in practically possible, information or communications that are not relevant to you.
- to provide you with training which either you or your employer have requested.
- to display your company and contact information in our Member directory, member adverts and/or member spotlights section of our website (if you have chosen to participate)
- to process payments made by you for training courses.
- to process expense claims.

Members

IMR uses member contact and other relevant personal information to provide membership services to member companies. These services, and any personal information given to enable their provision, are provided under the IMR membership agreement.

It is core to IMR membership services that IMR communicates with its members to keep them informed and up to date on what we are doing on their behalf and to seek their views and input (including membership surveys) on issues of relevance.

While IMR member interactions are business to business, they contain - principally via member contact details - some personal data. The relevant legal basis for processing any such personal data in IMR member communications is contractual and membership necessity.

Non-Members

IMR uses contact and other relevant personal information to provide services and relevant information to companies. These services, and any personal information given to enable their provision, are provided by you.

It is core to IMR that we communicate with companies to keep them informed and up to date on what we are doing on their behalf and to seek their views and input (including surveys) on issues of relevance.

While our interactions are business to business, they contain - principally via contact details - some personal data. The relevant legal basis for processing any such personal data in IMR is a necessity to share updates and opportunities.

IMR provides information, training and events to non-members who enquire, generally via the website in the first instance. Non-members may also contact IMR via the phone or via personal interaction with an IMR staff member. Non-members include individuals attending IMR training or events in their personal capacity. We rely on consent and contractual necessity for those communications.

Employees and Job candidates

If you apply to work with IMR we will use the personal data, you give us during the recruitment process and will retain it for one year after your recruitment process ends unless otherwise obliged by law to retain it. We will only share it with our recruitment agencies and contractors if they are party to the process and to check references with third parties nominated by you. We may keep de-personalised recruitment statistics for our own internal purposes but none of this data will identify you.

Events

When you attend an IMR event, we will need your name, email address, payment information (if applicable) and, in some cases, your dietary preferences. This information is necessary and used by us in organising and administering the event. We delete event attendance data within a maximum of 14 months (and less depending on the event). If the event is an annual event, we will hold your contact details to let you know when it is next being held. We may handle some IMR events ourselves, but we also use event partners who are GDPR compliant. Where this happens, we ask those external event managers to display their data privacy statement to those with whom they interact with on our behalf. If you are a speaker at an IMR event, we will publicly promote your involvement on our social media platforms such as Twitter, LinkedIn, media interviews, emails, and webinars. This data may continue to be processed by those platform providers after the event has ended.

Training

IMR provides management training programmes to members and non-members. IMR training programmes may involve other third-party contractors to IMR or maybe provided in association with other programme operators. Where this happens IMR will have an agreement in place with the other third party which will honour and protect the data privacy rights of training participants.

3. Disclosure of information to third parties

We may provide Non-Personal Data to third parties, where such information is combined with similar information of other users of our website. For example, we occasionally inform third parties - usually sponsors or investors for IMR events and initiatives - of the number of unique users who visit our websites, the demographic breakdown of our community users of our websites, or the activities that visitors to our website engage in while on our website.

We will not disclose your Personal Data to third parties unless you have consented to our doing so. We will, however, disclose your Personal Data if we believe in good faith that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court, workplace relations forum, regulatory order, or other statutory requirement.

4. Security

Your Personal Data is held on secure servers which are hosted by us in accordance with our data retention schedule. The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet. No data transmission over the Internet can be guaranteed to be 100% secure. Any transmission of data is therefore at your own risk. Once we receive your data, we use appropriate technical and physical security measures, including firewalls and anti-virus protection to protect your personal data, from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to. Our suppliers are also required to use appropriate data protection compliance measures. We will continue to revise policies and implement additional security features as new technologies become available.

8. Your rights

IMR membership rights are set out in the IMR membership contract. As a non-member, when we use your personal data to provide you with IMR non-member services (such as events, information, or training), you have the right to:

- be informed about processing of your data – which this Policy does.
- access your personal data.
- object to personal data processing
- object to any direct marketing – either use the ‘unsubscribe’ button on our emails or contact us directly by email marketing@imr.ie
- personal data portability – when it arises.
- have your data rectified if it is inaccurate.
- erasure (in certain circumstances).
- have your data restricted or blocked from processing where appropriate.

To exercise any of these rights, please email us [here](#). We will respond as soon as we can. Generally, this will be within one month from when we receive your request but, if the request is going to take longer to deal with, we will come back to you and let you know.

If you are not happy with the way we have handled your data and are unable to resolve the issue with us personally, it is within your right to contact the Data Protection Commissioner.

9. Changes to the Policy

Any changes to this Policy will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that stated in this Policy, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether we use your information in the new manner.

10. Questions

If you have any questions regarding this Policy, please contact us at [here](#).

Roles and responsibilities

Senior Management Team: It is the responsibility of IMR Senior management team to ensure compliance with this Policy.

IT Department: Are responsible for ensuring all related policies access and storage are adequately maintained and that all data is stored in compliance with this and related IT requirements. Any breaches of this Policy are to be escalated to the senior management team and Policy owner.

Marketing Department: Are responsible for ensuring that the data provided to them is used as detailed in the Policy. Any breaches of the Policy are to be escalated to the senior management team and Policy owner.

HR: Are responsible for investigating any breaches of the Policy and report to the relevant authorities if required. They are also mandated with managing all employee and job applicant data in line with the Policy and Data protection Legislation.

All Employees: All employees are required to adhere to the Policy and cannot share any personal information that breaches any aspect of the Policy or review any information that is not deemed to be necessary for their role.

Contacting us

If you need to contact us for any reason (including to exercise any of your rights in relation to data protection as set out above) please send us your request using the details [here](#).

What will happen if we change our Policy?

Any changes we may make to this Policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to this Policy.

Cookie Policy

Information about our use of cookies

What is a Cookie?

A Cookie is a small text file, usually consisting of letters and numbers, placed on your computer, tablet, phone, or similar device, when you use that device to visit a website. A Cookie is acknowledged by your web browser and acts to identify your device.

Cookies are widely used by website owners to make their websites work, or to work more efficiently, as well as to collect and send information about your visit to their website, for example, the number of visits, average time spent, pages viewed, navigation history through the website and other statistics.

Our website does not currently use Cookies to distinguish you from other users of our website. Any changes we may make to our website in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Cookie Policy