

PRINT MANAGEMENT SYSTEM



Mary Immaculate College

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- The products available on this website are (web value load) credits that are useable in the College in conjunction with your ID Card, e.g. printing and copying facilities. Credit is non-refundable.
- If your request is received and accepted by MIC an on-screen confirmation screen will appear. You may check any credits and other transactions on your account using the Print <u>Card Management system</u>

PRICES

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COMPLAINTS

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Mary Immaculate College is committed to protecting the privacy of our student's alumni and all stakeholders. The following Privacy Policy will explain to you how we collect, store and use personal information submitted to us.

We endeavour to protect our users' information, through compliance with the Data Protection Act 1988 and the Electronic Communications Regulations 2003.

When our students, alumni or stakeholders submit personal and sensitive information, this information is protected by a secure system both online and offline.

We value and respect all individuals and organisations seeking to donate time, money or resources to our endeavours.

When you contact Mary Immaculate College regarding College courses, events, or activities or send or receive information or make a payment or donation, you can provide us with your personal information.

This data is stored on our secure computerised database to enable us to respond to your requests, keep you updated and informed.

In the future, we may communicate with you by mail, email or telephone.

Personal information Names, addresses, telephone numbers and email addresses are protected by Mary Immaculate College on a computerised system to ensure that loss, misuse, unauthorised access or disclosure, alteration or destruction of this information is not probable.

Sensitive information Credit card numbers, account numbers, and online payments and donations are protected by a secure server software called Realex. This secure software encrypts financial information provided online.

It prevents anyone else reading your personal and sensitive information while your payment or donation is being processed.

To ensure we have an accurate personal record of our students, alumni or stakeholders, please contact us if your personal details have changed so we can update your record.

Under the Data Protection Act 1988, it is your right to decide how your details are used.

If you do not wish us to use your details in any way other than to inform you of our work, please email us at foi@mic.ul.ie or write to Freedom of Information Officer, Mary Immaculate College, South Circular Road, Limerick.

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