

# Cookie Management Policy

**Ref: IC006, v1**

May 2024



**An Bord Um  
Chúnammh Dílthiúil**  
Legal Aid Board

Providing access to justice since 1979

# Policy and Procedure Document Summary

Document Governance and Management	
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<b>Document Owner (Director)</b>	Gareth Clifford
<b>Document Author</b>	Dr. Brian Moss
<b>Document Approver (Person or Group)</b>	Executive Management Team
Note: Formal review may occur sooner if new legislative/regulatory or emerging issues/research/technology/audit etc. dictates sooner.	

Version Control				
Version No.	Date Reviewed	Description of Change	Author	Approved by
1	8/4/2024	Full Review	Brian Moss	Gareth Clifford



# 1. Purpose

This policy concerns the use of cookies by the Legal Aid Board ('the Board') across its website. The policy is intended to notify those visiting the Board website of its cookie use, and the obligations and rights that arise from such use.

# 2. Scope

This policy relates to the presence and functioning of cookies on the Board website, and the use of data captured by cookies.

# 3. Target Audience

This policy This policy is intended for the general public, Board staff, clients, and service providers to the Board. A copy of this policy is available on the Board website [www.legalaidboard.ie](http://www.legalaidboard.ie).

# 4. Roles and Responsibilities

**Staff of the Legal Aid Board:** all are individually responsible for reading, understanding, and complying with obligations of the GDPR, the Data Protection Act 2018, set out in this policy, and in all Board data policies in their daily work. All policies are available on [www.legalaidboard.ie](http://www.legalaidboard.ie). Staff are also individually responsible for engaging with data protection training provided by the Board.

**Data Protection section:** advises on and monitors compliance with data protection legislation, taking timely action and making recommendations to improve the Board's performance where needed. The section should be consulted for guidance on this policy by a local business unit manager where necessary. The section acts as the main contact point for the Data Protection Commission, the Irish supervisory authority on data protection on all matters relating to this policy.

# 5. What are 'Cookies'

Cookies are small text files that are placed in a user's device when they visit a website. Cookies used by the Legal Aid Board capture data about users to its website [www.legalaidboard.ie](http://www.legalaidboard.ie). The Board uses three types of cookies:

1. Functional cookies to enable the website to work;
2. Analytical cookies to monitor traffic and which pages are most visited; and
3. Marketing cookies.

Functional and Analytical cookies are all session cookies. This means that when you leave the website, the cookies are removed from a person's device. The Board uses these to monitor use of its website use engagement with the services there, such as the callback function for persons making an initial enquiry about availing of family mediation.



Marketing Cookies are called persistent, anonymous statistical cookies. This means that they remain on your computer for a defined period. These cookies collect information about use of a website, e.g. what web pages are visited and for how long.

A user to the Board website is asked to accept / reject cookie types (b) and (c). The data the cookies collect will adhere to GDPR and the Data Protection Acts 1988 to 2018. All cookies used by the Board are first-party cookies.

The wording of the Cookie Notice that appears on the Board's website is set out in Appendix 1 below.

## 6. Retention & Storage

Anonymised data captured by cookies on the Board website are retained for a maximum of two years. These are stored using a series of technical and organisational security measures.

## 7. Disclosure of Data

The Board does not disclose data captured by cookies to any third party. The exception is if such data are sought by a law enforcement agency for the purpose of undertaking an investigation. All such requests will be considered on a case-by-case basis unless a warrant or court order applies. In such scenarios the Board is required to disclose the data sought.

## 8. Access

A person looking to access the cookie data retained on them by the Board should complete a subject access request. Information on how to do this is contained in the Data Protection Policy at [www.legalaidboard.ie](http://www.legalaidboard.ie).

## 9. Contact Details

The Board's Data Protection section and Data Protection Officer can be contacted at the details below. These are also published on the Board's website [www.legalaidboard.ie](http://www.legalaidboard.ie)

Data Protection Officer  
Legal Aid Board  
Quay Street,  
Cahirciveen  
Co. Kerry, V23 RD36

Phone: (066) 947 1000

Email: [dataprotection@legalaidboard.ie](mailto:dataprotection@legalaidboard.ie)



## 10. Making a Complaint

A person dissatisfied with the Board's response to matters relating to its Cookie Management Policy may then submit a complaint as follows:

Data Protection Commission  
21 Fitzwilliam Square  
Dublin 2.  
D02 RD28  
Ireland

Phone: 01 765 0100

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Web: [www.dataprotection.ie](http://www.dataprotection.ie)

## 11. Implementation & Review

The Board will keep this Data Privacy Notice under review, update it as needed, and place any updates on its website [www.legalaidboard.ie](http://www.legalaidboard.ie).



# Appendix 1: Cookie Notice

The following is the wording for the Cookie Policy that should appear on the Board website:

## Cookie Notice

This site uses cookies to improve your experience and deliver services. You can change your settings at any time, but this may impact on the website's functionality. To learn more, see the Legal Aid Board Cookie Management Policy at [www.legalaidboard.ie](http://www.legalaidboard.ie)

Please pick one of the following:

Accept all cookies   or   Set preferences

If a user selects Set Preferences the box below should appear.

**Strictly Necessary**

Strictly necessary cookies make our website work. These cookies are essential for you to browse the website and use its features, such as page navigation, accessing secure areas of the site and complying with data protection and electronic privacy legislation. We can set these cookies without needing your consent as they are essential.

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**Analytical Cookies**

Analytical cookies collect information about your use of our website, for example which pages people go to. They are essential in measuring what are the most frequently visited pages and to make sure that the website works as it should for users.

Use analytical cookies

Do not use analytical cookies

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**Marketing Cookies**

We use marketing cookies that store user data and behaviour information. Collecting data helps us target our audience a lot more effectively according to variables.

Use marketing cookies

Do not use marketing cookies

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[Set cookie preferences](#)

