

# Data Protection in ITT Dublin

## Institute of Technology, Tallaght

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts, 1988 and 2003 lay down strict rules about the way in which personal data are collected, accessed, used and disclosed. The legislation also permits individuals to access their personal data on request, and confers on individuals the right to have their personal data amended if found to be incorrect.

[ITT Dublin Data Protection Policy](http://www.it-tallaght.ie/data_protection_policy) - [http://www.it-tallaght.ie/data\\_protection\\_policy](http://www.it-tallaght.ie/data_protection_policy)

### Access Requests

Under the Data Protection Acts, 1988 and 2003, you can receive a copy of any personal data relating to you which is held by ITT Dublin (an Access Request). For further information on making an Access Request, please see [How to make a Data Protection Request](http://www.dataprotection.ie/docs/Making-an-Access-Request/963.htm) on the Data Protection Commissioner's website <http://www.dataprotection.ie/docs/Making-an-Access-Request/963.htm>.

### Further Information

To submit a Data Access Request or for any other information or enquiries relating to Data Protection within ITT Dublin please contact:

Gwen Cassidy, Information Officer  
Data Compliance Officer  
Institute of Technology, Tallaght  
Tallaght, Dublin 24  
Email: [foi@ittdublin.ie](mailto:foi@ittdublin.ie) Phone: 014042144

The Institute's Data Controller is the Secretary/Financial Controller.

The Institute's Data Compliance Officer is the Information Officer.

Further details on your rights under the Data Protection Acts 1988 and 2003 are available on the Data Protection Commissioner's website [www.dataprivacy.ie](http://www.dataprivacy.ie)

#### Data Commissioner

The Data Protection Commissioner, Ms Helen Dixon is responsible for upholding the rights of individuals as set out in the Acts, and enforcing the obligations upon data controllers. The Commissioner is appointed by Government and is independent in the exercise of her functions. She maintains a website which contains lots of information, publications and other resources which are very helpful to both members of the public and data controllers. The website address is: [www.dataprivacy.ie](http://www.dataprivacy.ie)

#### DPC Annual Report

<http://www.dataprotection.ie/docimages/documents/Annual%20Report%202013.pdf>

25<sup>th</sup> Annual Report of the Data Protection Commissioner

## Data Protection Rules

ITT Dublin, as a Data Controller, has certain key responsibilities in relation to the information which we keep on computer or in a structured manual file about individuals. These are summarised in terms of eight "Rules" which we must follow, and which are listed below:

- Obtain and process the information fairly
- Keep it only for one or more specified and lawful purposes
- Process it only in ways compatible with the purposes for which it was given to you initially
- Keep it safe and secure
- Keep it accurate and up-to-date
- Ensure that it is adequate, relevant and not excessive
- Retain it no longer than is necessary for the specified purpose or purposes
- Give a copy of his/her personal data to any individual, on request

## Legislation

### Data Protection Acts

The main Irish law dealing with data protection is the [Data Protection Act 1988](#). The 1988 Act was amended by the [Data Protection \(Amendment\) Act 2003](#). An administrative consolidation of the law is available [here](#) .

#### Links:

<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>

<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/html>

[http://www.lawreform.ie/\\_fileupload/RevisedActs/WithAnnotations/EN\\_ACT\\_1988\\_0025.PDF](http://www.lawreform.ie/_fileupload/RevisedActs/WithAnnotations/EN_ACT_1988_0025.PDF)