

Data Protection Notice for TU Dublin - Tallaght Campus Staff

This privacy notice explains how TU Dublin - Tallaght Campus (the University) collects, uses and shares your personal data. It also explains your rights in relation to the data we hold.

As a staff member, retiree, former staff member or job applicant some of your personal data will be processed by the University. The University is the Data Controller, and all personal data that it holds and processes is subject to data protection legislation.

During the recruitment process, throughout your employment with us, and when your employment ceases TU Dublin - Tallaght Campus collects uses and stores (i.e. processes) your personal data. This data is collected from a variety of sources, mainly from yourself, but may also come from other sources e.g. your former employer(s), or your manager. During the course of your employment, and after you retire, additional information may be added to your record.

The University may share information between different internal departments for operational reasons only as is necessary and proportionate for the purposes intended.

What information do we collect about you?

The types of personal data collected by TU Dublin - Tallaght Campus include, inter alia:

- Name, date of birth, nationality, telephone number
- Addresses (current and past)
- Staff ID Number
- PPS Number
- Email Address
- Next of kin/emergency contact details
- Marital/Civil Partnership status
- Details of previous employers
- Previous salary
- Previous pension details
- Schools/Colleges attended
- Qualifications
- Job application details
- Citizenship
- Work Permit number
- Financial information, including bank details (BIC, IBAN, Name and Address of Bank/Building Society), PRSI class, tax details

- Leave records
- Disability information
- Health information, including medical certificates
- Gender
- Details of criminal convictions as provided through Garda Vetting
- Image in CCTV footage/photography/filming
- Disciplinary/grievance records
- New employer (for leavers who enter another public service employment)
- CV
- IP address and the type of device you are using when visiting the TU Dublin - Tallaght Campus website on a mobile device
- Car registration number if you apply for a parking permit
- Call logs from work extension numbers

Some of the information about you that the University holds, such as health/medical details, is classified as special category data, or sensitive personal data. This sensitive personal data is collected to monitor whether our equal opportunities policies are working and to carry out our obligations as an employer. In addition to the normal standards of confidentiality, we also carefully control access to sensitive data within the University so that it is only available to those staff who require it to perform their duties.

How do we use the information about you?

The University holds your personal data for normal employment purposes. The information we hold and process is used for our management and administrative duties. We keep and use it to enable us to fulfil our obligations as an employer, and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, while you are employed by us, at the time when your employment ends, and after you have left.

Under data protection law, we are required to ensure that there is an appropriate legal basis for the processing of your personal data, and we are required to let you know what that basis is. The primary bases that we use are:

- processing that is necessary for the performance of our contract with you;
- processing that is required under applicable law;
- processing that is necessary in the public interest; and
- processing where we have your consent.

Where the processing of your personal data is based on your providing consent, you have the right to withdraw consent at any time by contacting the department or service who obtained that consent, or the University's Data Protection Office (contact details below).

The purposes for which TU Dublin - Tallaght Campus may process your personal information include:

- Staff administration, including recruitment, appointment, training, promotion, disciplinary matters, health, pensions and other employment related matters
- To administer Trade Union subscriptions

- Accounting and financial purposes, including pay, workforce planning and other strategic planning activities
- Internal and external auditing purposes
- To meet health and safety obligations and equality of opportunity monitoring obligations
- To comply with statutory reporting requirements
- To produce reports and aggregated statistics for management and research purposes in order to plan and improve services
- To maintain a proportionate CCTV system for the specific purposes outlined in the CCTV Policy
- To assist with law enforcement where required or authorised by law
- To respond to requests for information made under Data Protection legislation or Freedom of Information legislation.

Does TU Dublin - Tallaght Campus share your data with any third parties?

Below are some examples of when the University will release data about you to third parties (i.e. outside TU Dublin - Tallaght Campus) where we have a legitimate reason in connection with your employment/potential employment/former employment to do so or with your consent.

TU Dublin - Tallaght Campus may share your relevant personal data with bodies including the following:

- Data Processors (sub-contractors used by TU Dublin - Tallaght Campus in order to carry out a function for the University, e.g. cloud services provider Microsoft, Occupational Health Service, etc.)
- Former employers
- Department of Social Protection
- Revenue Commissioners
- Interview Board members
- Governing Body members
- Department of Public Expenditure and Reform
- HEA
- Comptroller and Auditor General
- External Auditors
- Accounting firms for actuarial advice regarding pensions
- Research funding bodies
- Garda Vetting Unit

This is not an exhaustive list and any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law.

Individual Rights

You have the following rights, subject to certain exemptions, in relation to your data:

- The right to be informed about the data processing the University does
- The right to request access to your personal data held by the University
- The right to rectification – to have inaccurate or incomplete personal data rectified
- The right to erasure of personal data where there is no legitimate reason for the University to continue to process your personal data. If you exercise this right the University will continue to hold some personal data which, for employees/former employees, will include name, date of birth, unique identification number, service record and pay history. We may also continue to hold some financial records about you for statutory purposes
- The right to restrict the processing of personal data – you have the right to block the processing of your personal data in specific situations
- The right to data portability - you have the right to request that the University provides some elements of your information (e.g. employment history) in a commonly used machine readable format in order to provide it to other organisations
- The right to object – you can object to the processing of your personal data by the University in certain circumstances, including the sending and receipt of direct marketing material
- The right to object to automated decision making and profiling – you have the right to object to decisions taken by automatic means without human intervention in some circumstances.
- If you have provided consent for the processing of any of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. This can be done by contacting the department or service who obtained that consent, or the University's Data Protection Office (contact details below).

Data Retention

The University will retain your personal data in accordance with our retention policy in our data inventories. The policy operates on the principle that we keep personal data for no longer than is necessary for the purpose for which we collected it. It is also kept in accordance with any legal requirements that are imposed on us. This means that the retention period for your personal data varies depending on the type of personal data.

The University will hold some of your data indefinitely in order to maintain accurate financial and employment records.

Security

We are committed to ensuring that your personal data is secure with us and with the data processors who act on our behalf. We are continuously taking technical and organisational steps to better protect your information. Data Protection training has been made available to all staff.

You have a responsibility for any personal data relating to other people that you may access while employed by the University. This responsibility is in addition to any obligations arising from professional ethics or the TU Dublin - Tallaght Campus Code of Conduct for Staff.

It is a breach of Data Protection legislation for staff to knowingly and recklessly disclose personal data to anyone who is not entitled to receive it or to seek to obtain data to which they are not entitled.

Website Privacy Policy

The [TU Dublin - Tallaght Campus website privacy policy](#) explains how data may be gathered about users of the University's website.

How TU Dublin - Tallaght Campus will contact you

We may contact you by telephone, email or post. In order for us to have accurate information on record for you it is important that you notify HR if you change address / mobile number or email address.

Questions and Complaints

If you are unhappy with the University's handling of your personal data, or believe that the requirements of data protection legislation may not be fully complied with, you should contact the University's Data Protection Office in the first instance. You also have the right to submit a complaint to the Data Protection Commissioner.

How to contact us

Please contact us if you have any questions about the information we hold about you or to request a copy of that information:

- By email: dpo@it-tallaght.ie
- Tel: +353 1 4042530
- In writing: The Data Protection Officer, TU Dublin - Tallaght Campus , D24 FKT9

Data Controller:

Secretary/Financial Controller

Technological University Dublin - Tallaght Campus

D24 FKT9, Ireland

Tel: +353 1 404-2130