

## **Staff Data – Privacy Notice**

Document Reference and Version Number	3/2021
Purpose	To ensure that all Staff are familiar with our processes in relation to the collection of personal data in line with Data Protection Legislation
Commencement Date	2019
Date of This Review	April 2023
Who needs to know about this document	All Staff
Revision History	Last revision - 2021
Policy Author	Information Officer
Policy Owner	Directorate of Corporate Affairs

## **Introduction**

We are Dun Laoghaire Institute of Art Design & Technology (IADT). We provide third level education and teaching and facilitate learning that is informed by research and promotes excellence at all levels of higher education within the National Framework of Qualifications and as set out in the Regional Technical Colleges Act 1992, the Regional Technical Colleges (Amendment) Act 1994 and the Technological Universities Act 2018. IADT is the Data Controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR) 2016/679 of the European Parliament. For further information on how we process your personal data, please see IADT's Data Protection Policy. Link [here](#):

As a staff member, retiree or former staff member of IADT ("the Institute"), your personal data will be processed by the Institute for various reasons. As part of the transparency principle of the GDPR, you have the right to be fully informed about the uses of your personal data by IADT. This Privacy Notice outlines the types of personal data we will process, the purposes for which that personal data is required, third parties with whom we will share your data, how long your data will be retained by us, your rights and how to contact us.

## **The information we process about you**

The types of personal data we process about you include, inter alia:

- Name, date of birth, telephone numbers, addresses, Eircode, Email addresses
- Marital/Civil partnership status
- Nationality/citizenship, Passport details and/or Work Permit number if appropriate
- Staff ID Number
- PPS Number
- Next of kin/emergency contact details
- Gender
- Childrens' Birth Certificates
- Previous employment details – details of previous service, transfer of service records and pension, sick leave and parental leave records
- Current employment details
- New employer (for leavers who enter another public service employment)
- Academic history
- Other CV-type information e.g. professional & industry experience, professional development, membership of professional bodies, publications, exhibitions, community/public service, entrepreneurial achievement
- Financial information, including bank details (BIC, IBAN, Name & Address of Bank/Building Society), PRSI class, tax details
- Disability information – including Part 5 anonymised statistical data returns to the HEA under the Disability Act 2005. Further information below.
- Health data including medical certificates & COVID-19 related information
- Details of criminal convictions as provided through Garda Vetting
- Image in CCTV footage/photography/filming
- Area Access Logs
- Disciplinary/grievance records
- Leave records

- IP address and the type of device you are using when visiting the IADT website on a mobile device
- Car registration number and insurance details if relevant

### **How we obtain your personal data**

- The majority of the personal data processed is obtained directly from you, for example when you submit expense claims or indirectly through your engagement with the Institute
- The information you supply to us when you express an interest in becoming a staff member (application process via provision of CVs or application forms on the electronic recruitment portal CORE HR/Recruitment.)
- Information you supply to the Institute as a staff member on an ongoing basis for maintenance of your individual CORE HR profile, for example, next of kin, dependants' details, sick leave data.
- We obtain your personal data from others, including former employers e.g. references and health information such as the pre-employment medical
- We collect data from information captured through IT usage.
- We process personal data about you through your use of our website – please read our Website Privacy Policy for more details. [Link:](#)

### **Purposes for which your personal data are used**

- The processing of personal data is necessary to allow us to perform our duties as part of the contract of employment with you and also to provide services to you or to allow us to follow up on expressions of interest and enquiries.
- Recruitment of staff, which includes the Vetting/approval of new (and existing) staff under the Protection of Children and Vulnerable Adults legislation via the Garda Vetting Bureau.
- The hosting and maintenance of some staff data is held on computerised personnel and payroll system called CORE HR. The server holding this data is monitored by our IT Services team, our HR and Payroll staff, but is also serviced and maintained by an external provider (Access Group) working in conjunction with the Institute. We have a strict regime in place to oversee the effective and secure processing of your personal data.
- Induction and further training of staff
- Academic matters – provision of support in: teaching and learning skills, assessment, examinations, research
- Processing of grievance and disciplinary matters
- Provision of staff cards for identification / security and access purposes
- Provision of IT services
- Provision of Library services
- Provision of staff services such as adequate access to buildings and car parks
- Counselling and Advice service via the confidential Employee Assistance Programme
- Administering finance related issues such as Staff Training Fees Assistance, payroll administration (salary payment including travel and part time teaching claims).
- Administering HR related issues such as contracts of employment, salary, maintenance of personnel details, sick and annual leave, pension administration, protective Leave, flexible working schemes etc.

- Research and statistical analysis
- Research Management system - Pure project - in the case of research active staff, selected information from the CORE HR system (such as staff number, name, gender, age-range, nationality, job title, employee status, Faculty, Department, IADT location and extension number, start and end Dates) are used to populate their Pure Profile. Additional information regarding the Pure system is below under Research.
- Monitor and evaluate the staff experience to enhance services further and enable effective communication with our staff both current and past.
- To provide data to organisations such as the HEA (Higher Education Authority), Revenue Commissioners etc. in line with legal and government requirements.
- To comply with statutory reporting requirements.
- To administer voluntary surveys of staff opinion about their experience and the performance of the Institute as required from time to time.
- To create and publish printed and soft copy materials such as reviews, reports, prospectus, brochures, website for promotional and archive purposes.
- To assist with law enforcement or where required as authorised by law.
- To confirm the details of your academic achievements and employment, and for statistical and historical purposes. A core record of your employment is retained indefinitely on the Human Resources/Payroll information system, CORE HR.
- To enable the Institute to continue to contact you after you retire or leave employment for example for alumni news, marketing etc.
- To respond to requests for information made under data protection legislation.
- To assist joining other third level or professional organisations who may require confirmation of your data such as date of birth or confirmation of job title/employment.
- To facilitate any new employer with confirmation of your employment (references for example) and possibly pension entitlement and salary confirmation if transferring to another third level education provider.
- To comply with financial legislation to issue an actuarial valuation of IADT's Superannuation schemes.
- For contractual purposes as an IADT staff member e.g. for appointment, pay, training, promotion & disciplinary matters; health, pensions & other employment related matters
- For compliance with legal obligations e.g. the Regional Technical Colleges Act 1992, the Regional Technical Colleges (Amendment) Act 1994, the Technological Universities Act 2018 and legislation including taxation, social protection, equality, health & safety, returns to the Higher Education Authority (HEA) and the Standards in Public Office Commission (SIPO).
- For the performance of tasks in the public interest e.g. to prevent the spread of COVID-19 in the workplace.
- For the legitimate interests of IADT and third parties e.g. to respond to and defend against legal claims; for CCTV purposes.
- For the performance of tasks to which you have given your explicit consent e.g. photography for media promotion. Where processing of your personal data is based on you providing consent, you have the right to withdraw consent at any time by contacting the department or function who obtained that consent, or IADT's Data Protection Office (details below).

**The Disability Act 2005** defines disability as follows:

“Disability, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.”

**Reasonable accommodation in relation to a Disability** - IADT is committed to ensuring that any barriers for people with a disability are removed so they are supported to perform effectively in the jobs they hold or aspire to. All reasonable efforts will be made to meet any specific requirements which maximise access to employment, promotion, and advancement in IADT and which minimise the effects of disability so that staff can make the maximum contribution possible to their job role.

The term ‘reasonable accommodation’ is used as an umbrella term for any additional disability related support that is required, for example, installing wheelchair ramps, accessing assistive technology, adapting patterns of work time, adjusting training materials, buying a piece of equipment, and so on.

Reasonable accommodation can be an action that helps alleviate a substantial disadvantage. Many types of reasonable accommodation can be implemented without a financial impact. In cases where a cost may be involved to ensure that a person with a disability receives the support required to assist them (e.g. to take part in a recruitment process or to undertake employment), the costs provided will be reasonable and will only be provided if such payment is not prohibitive. IADT’s Code of Practice (link below) is central to helping staff with a disability to get the support needed in the workplace.

**Special Category Data / Sensitive Information** (including health, criminal records, racial/ethnic origin, gender etc.) is collected to monitor whether our equal opportunities 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 Institute so that it is only available to those staff who require it to perform their duties. Your data is stored in a variety of platforms including HR management systems and Institute email.

### **Third parties with whom we share your data**

Your personal data is held securely by us and access is restricted to those IADT staff members who need the personal data for one of the purposes set out above. IADT may disclose staff personal data and sensitive personal data to external agencies only where it has obligations or a legitimate reason to do so including the following:

- Where we engage a third party to process data on our behalf, for example software service providers (e.g. CoreHR), Occupational Health Service, CCTV companies, etc,
- Where required to do so by law e.g. Revenue Commissioners, Department of Public Expenditure and Reform (DPER), Department of Further and Higher Education, Higher Education Authority (all data is anonymised), Auditors, Insurance companies, the Standards in Public Office Commission (SIPO), etc.
- Where it's required as part of your contract e.g. with interview panel members,

Governing Body members, professional accreditation bodies, accounting firms for actuarial advice regarding pensions, research funding bodies, etc.

- Where it's in the public interest e.g. following government guidelines in response to COVID19.
- Department of Enterprise Trade and Innovation
- Department of Social Protection for PPS number verification
- Central Statistics Office
- There is a requirement to provide an actuarial valuation of IADT's Superannuation schemes. The firm of Crowleys DFK have been appointed, through a sectoral Procurement process, to provide this information. We will therefore share Superannuation data (under a Data Processing Agreement) with this firm under both a legal and contractual basis
- Where necessary, professional bodies who accredit programmes of study with IADT
- Other higher education organisations, partners, or research organisations to which a staff member might transfer or undertake a programme of study or research collaboration.
- Software and service providers performing administrative duties on behalf of IADT such as IT services provision, management of car park and so on.
- Printing companies and agencies who facilitate the printing and delivery of mailshots and Institute publications for marketing purposes.
- Potential employers and recruitment agencies who wish to verify IADT employment history of former staff as part of their recruitment process.
- Insurance companies in regard to accidents occurring on Institute property
- Legal advisors to the Institute.
- Án Garda Síochána to assist in the prevention or detection of criminal activity.
- Internal Auditing companies and Office of Comptroller and Auditor General.
- Athena Swan Charter - as part of the application process for Athena Swan accreditation and awards we transfer personal data in an aggregated, anonymized and statistical form to Advance HE under the terms of the Data Sharing Agreement. Under this Agreement Advance HE will share this data with appointed panellists in their process. All panellists must sign a mandatory non-disclosure agreement prior to receiving a submission for review. Any further sharing of the data by Advance HE will only be permitted by agreement with IADT.

### **What do these organisations further do with your data?**

The data sent to these departments which, for the most part, is anonymised and statistical, is used for fact based statistical analysis to help understand the needs that higher education should meet, to promote equality of opportunity in higher education and to assist the government in developing future higher education policies and investment. This occurs by linking this information to information gained from a variety of other sources including that also from the HEA Student record, Equal Access Surveys, Graduate Outcomes Survey etc., for more accurate statistical analysis to help improve education services and policies.

### **Statutory Statistical Functions: Central Statistics Office**

The CSO may also use the information contained in your staff record to carry out their statutory functions of measuring population levels and monitoring public expenditure.

### **Research, equal opportunity, journalism, other legitimate interest/public function**

Staff data is provided to the Department of Education and Skills to allow them carry out research and analysis using this data within the Department for example to look at and analyse third level demand projections.

Staff data such as PPSN, name, address, date of birth may be sent to the Department of Social Protection Client Identify Services to verify PPSN and verify sick leave social welfare claims (where appropriate)

### **Anonymised aggregate non-personal data to third parties**

IADT will supply anonymised aggregate data to third parties for the purposes of equal opportunities monitoring, research and journalism in the public interest. This data on its own will not identify any individual.

**Equal Opportunities Monitoring** – a staff record may contain details of ethnic group and disability. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins or different states of physical or mental conditions.

**Disability Act 2005** – including Part 5 anonymised statistical data returns to the HEA. The Disability Act 2005 defines disability as follows:

“Disability, in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.”

This is not an exhaustive list and any other disclosures to third parties that may occur but are not listed here are made only where there is a legitimate reason to do so and in accordance with the law. [Link](#) to IADT’s Code of Practice in relation to Disability

Where the processing of personal data or special category personal data is based on the consent of the staff member, you have the right to withdraw that consent at any time. To do this you should contact the department or service who obtained your consent originally, presenting with photo identification.

### **The Athena Swan Charter**

The Athena Swan Charter is an accreditation framework that is used across the globe to support and transform gender equality and intersectionality in higher education and research. The Charter offers a framework for progressing equality in higher education and research that is unique to the legislative, organisational, and cultural context of Ireland. The objective is to support impactful and sustainable gender equality work for all categories of staff and the student body and to build capacity for evidence-based equality work across the equality grounds enshrined in Irish legislation.

In accordance with the provisions of the HEA requirement for Higher Education Institutions to engage with the Athena Swan process, we collect and utilize personal data in an aggregated, anonymised and statistical form for inclusion in our applications. The legal basis for this collection and processing of this data is for the legitimate interests of IADT.

**Research** – This may be academic research, commercial research or other statistical

**Higher Education Authority (HEA)** – collection of statistical information by the Centre of Excellence for Equality, Diversity and Inclusion (EDI).

The Centre is required to measure the progress of Higher Education Institutions (HEIs) with respect to the outcomes detailed in the national policy framework for ending sexual violence and harassment in HEIs (Safe, Respectful, Supportive and Positive: Ending Sexual Violence and Harassment in Irish Higher Education Institutions). To this end, the HEA has developed a reporting template for HEIs to return anonymised statistical data on the incidences of sexual violence in institutions. **No personal data** is sought by the HEA as part of this exercise.

**Journalism** – where the relevant publication would be in the public interest.

**Anonymised aggregate data for the above purposes is supplied by IADT to the following types of user:**

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (recruitment firms or graduate employers for example)
- Unions
- Non-government organisations and charities
- Journalists

Individuals cannot be identified from anonymised aggregate data.

**Transfers Outside of the European Economic Area (EEA)**

In so far as is practicable, IADT endeavours to hold all personal data within the EEA. Where we transfer data outside the EEA, we ensure that there is an appropriate mechanism for doing so that complies with all relevant legislation and also ensures that your data receives the same level of protection as it is afforded within the EEA.



## Your rights as a Data Subject

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- **The right to information.** Data subjects have the right to be provided with certain information about the data processing activities within the Institute. IADT provides this information in its Privacy Notices.
- **The right to obtain access to personal data.** Data subjects have the right to be provided with a copy of their own personal data along with certain details in relation to the processing of such data. Click [here](#) to find out how to make an access request.
- **The right to rectification.** Data subjects have the right to have inaccurate personal data that the Institute holds in relation to them rectified. In some circumstances, if the personal data is incomplete, an individual can require the controller to complete the data, or to record a supplementary statement
- **The right to be forgotten (erasure).** Individuals have the right to have their data erased in certain situations such as where the data is no longer required for the purpose for which it was collected, the individual withdraws consent or the information is being processed unlawfully. There is an exemption to this for scientific or historical research purposes or statistical purposes if the erasure would render impossible or seriously impair the achievement of the objectives of the research. Individuals can ask the controller to 'restrict' processing of the data whilst complaints (e.g about accuracy) are resolved or the processing is unlawful.
- **The right to object and restrict processing.** Data subjects have the right to object to specific types of processing which includes processing for direct marketing. The data subject needs to demonstrate grounds for objecting to the processing relating to their particular situation except in the case of direct marketing where it is an absolute right.
- **Rights in relation to automated decision making, including profiling.** Data subjects have the right not to be subjected to processing which is wholly automated unless one of a number of limited exceptions applies.
- **Right to data portability.** Data subjects have the right to request information in a structured, commonly used and machine-readable form so that it can be sent to another data controller. This only applies to personal data that is processed by automated means (not paper records); to personal data which the data subject has provided to the controller, and only when it is being processed on the basis of consent or a contract.

These are not absolute rights and do not always apply. There continues to be a number of exemptions to these rights to ensure, for example, legal requirements can be met.

In order to exercise any of the above rights please contact us using the contact details set out below.

## Data retention

IADT will hold some of your data indefinitely to assist with your lifelong relationship with the Institute. All records retained by the Institute are held in accordance with the Institute's Records Management Schedule and Data Protection legislation.

Under the terms of the Data Sharing Agreement with Advance HE, they will keep a record of the data for up to 8 years, after which period the personal data may be further anonymised and aggregated to enable Advance HE to use the IADT data as part of ongoing impact evaluation and sector research.

## Data Subjects relevant to Athena Swan

### *Student Related*

Applicants to study (All entry routes)

Students (including visiting (Erasmus and all other International) and dormant)

Graduates and Former Students (Withdrawals, Deferrals, Excluded, etc)

### *Staff Related*

Applicants to work

Staff (including associate and honorary)

Former staff (Retirees, Resignees etc)

### *General*

Visitors where we collect personal data (including conference and event speakers and attendees),

### Categories of Personal Data:

- Personal details: name, job title, employer;
- Photographs;
- Education and training records;
- Employment and progression details;
- Information pertaining to family and private lives;
- Application outcomes;
- Enrolment;
- Awards and honoraria (nominations and receipt);
- Contract type and mode;
- Leave;
- Information pertaining to experiences and perceptions; and
- Disciplinary and grievance procedures.

The following types of Special Categories of Personal Data may have been included:

- Racial or ethnic origin;
- Data concerning a natural person's sexual orientation;
- Religious/philosophical beliefs;
- Trade Union membership;
- Health.

If you exercise our right to erasure, we will retain a set of core personal data which for staff will include: name, employment details, date of birth, and employee number so that we can assist you with any queries you may have in the future. This is to maintain your employment details for reference and archive purposes but also to ensure that we do not contact you inadvertently in the future.

The Institute may also need to retain some financial records about you for statutory and/or pension purposes.

We respect your right to request us to cease contact by any or all methods of communication or for any specific purpose.

### **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 Institute. This responsibility is in addition to any obligations arising from professional ethics or the IADT Code of Conduct for Staff Members ([link](#)).

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.

### **Questions and Complaints**

If you are unhappy with the Institute'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 Institute's Data Protection Office in the first instance. Further details available [here](#): 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 data we hold about you or if you wish to exercise any of your rights:

**Data Protection Officer:** Mr Bernard Mullarkey c/o Tel: 01 239 4947 Email: [dataprotection@iadt.ie](mailto:dataprotection@iadt.ie)

**Data Controller:** IADT, Kill Avenue, Dun Laoghaire, Co Dublin, A96 KH79. Email: [dataprotection@iadt.ie](mailto:dataprotection@iadt.ie)

### **Changes to this Privacy Statement**

We will update this privacy statement from time to time. Please visit this page periodically for updates. Updated April 2023.