

Data Protection Notice for Staff, External Examiners, External Review Panel Members, Invigilators

This privacy notice explains how Dundalk Institute of Institute (DkIT) collects, stores, uses and shares your personal data. It also explains your rights in relation to the personal data we hold. DkIT 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 2016/679. For further information on the Institute's Data Protection Policies and Procedures, please see our website [Privacy Statement / Privacy & Cookie Policy / Legal / DkIT - Dundalk Institute of Technology](#) for information on your rights as a Data Subject, please see the website of the Data Protection Commission <https://www.dataprotection.ie/>

During the recruitment process, throughout your employment/engagement with us, and when your employment ceases, DkIT 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/engagement, additional information may be added to your record.

The Institute 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 DkIT include:

- Name, date of birth, nationality and telephone numbers
- Addresses (current and past)
- Staff ID Number
- PPS Number
- Email Address
- Gender
- Next of kin/emergency contact details
- Marital/Civil Partnership status
- Details of previous employers
- Previous salary
- Previous pension details
- Educational History and Qualifications
- Job application details
- Citizenship
- Work Permit number

- Financial information, including bank details (BIC, IBAN, Name & Address of Bank/Building Society), PRSI class, tax details
- Training Records
- Access Control Records
- PMDS
- Leave records
- Disability information
- Health information, including medical certificates
- Details of criminal convictions (incl. as provided through Garda Vetting/Criminal Conviction Declaration Form)
- Image in CCTV footage/photography/filming/Staff ID Card
- Disciplinary/grievance records
- Details of new employer for leavers who enter another Public Service employment
- CV
- IP address and the type of device you are using when visiting the DkIT website on a mobile device
- Car registration number for parking
- Call logs from work extension numbers

Some of the information about you that the Institute holds, such as health/medical details, is classified as Special Category Personal Data or sensitive personal data.

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.

How do we use the information about you?

The Institute processes your personal data for normal employment purposes. The information we hold and process is used for our management & 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 and after your employment ends in line with our Data Retention Policy.

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 legal 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 is necessary for the legitimate interests of the Institute or a third party and does not interfere with the rights and freedoms of individuals
- 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 Institute's Data Protection Office (contact details below).

The purposes for which DkIT may process your personal information include:

- Staff administration, including recruitment, appointment, training, promotion, progression, disciplinary matters, health, pension purposes and other employment related matters
- To administer Trade Union subscriptions
- Accounting & financial purposes, including pay, workforce planning & other strategic planning activities and to facilitate participation in schemes including Tax Incentive, Income Continuance, etc.
- Provision of wellbeing and support services
- To administer voluntary surveys of staff opinion about your experience of the Institute
- To include photos and video in print and electronic materials (e.g. prospectus, brochures, website, etc.) for promotional, press, documentation and archival purposes.
- Recording lectures, presentations and meetings
- Internal & external auditing purposes
- To meet health & safety obligations and equality of opportunity monitoring obligations
- To fulfil the functions outlined in the Institute's General Assessment Regulations and Academic Handbook for Quality Enhancement
- For research projects (proposals, grants, budgets managed)
- To comply with statutory reporting requirements
- To produce reports and aggregated statistics for management and research purposes in order to plan and improve services and where legally obliged to (e.g. Gender Pay Gap Information Act 2021)
- To manage elections/voting for membership of Institute boards (electronic or manual)
- 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.
- To manage ICT systems and password recovery.

Does DkIT share your data with any third parties?

Below are some examples of when the Institute will release data about you to third parties (i.e., outside DkIT) where we have a legitimate reason in connection with your employment/potential employment/former employment/engagement to do so or with your consent.

DkIT may share your relevant personal data with bodies including the following:

- Data Processors (sub-contractors used by DkIT in order to carry out a function for the Institute, e.g., cloud services provider Microsoft, Occupational Health Service)

- Academic Partners
- Former employers for the purposes of obtaining references
- Department of Social Protection
- Department of Further and Higher Education, Research, Innovation and Science
- Revenue Commissioners
- Interview Board members
- Department of Public Expenditure, NDP Delivery & Reform
- HSE Higher Education Authority (HEA)
- Comptroller & Auditor General
- Pension Authority
- Accounting firms for actuarial advice regarding pensions
- Internal and External Auditors
- Research sponsors and funding bodies
- Research and Academic Partners
- Garda Vetting Unit
- Central Statistics Office (CSO)
- Trade Unions (if applicable)
- Schemes including Tax Incentive, Income Continuance, etc.
- External Professional Bodies for validation of credentials
- CCTV redaction service providers

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.

What are your rights under Data Protection Law?

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

Right	Explanation
Information	The right to be informed about the data processing the Institute does.
Access	The right to receive a copy of and/or access the personal data that the Institute holds about you.
Portability	You have the right to request that the Institute provides some elements of your personal data in a commonly used machine-readable format in order to provide it to other organisations.
Erasure	The right to erasure of personal data where there is no legitimate reason for the Institute to continue to process your personal data.
Rectification	The right to request that any inaccurate or incomplete data that is held about you is corrected.
Object to processing	You can object to the processing of your personal data by the Institute in certain circumstances, including direct marketing material.

Restriction of processing concerning the data subject	You can request the restriction of processing of personal data in specific situations where: <ul style="list-style-type: none"> (i) You contest the accuracy of the personal data (ii) You oppose the erasure of the personal data and request restriction instead (iii) Where the Institute no longer needs the data but are required by you for the establishment, exercise or defence of legal claims.
Withdraw Consent	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 who obtained that consent or the Institute's Data Protection Office (contact details below).
The right to complain to the Data Protection Commissioner	You have the right to make a complaint in respect of our compliance with Data Protection Law to the Office of the Data Protection Commissioner.

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

Data Retention

The Institute will retain your personal data in accordance with our Records Management, Retention and Destruction Policy. 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.

Security – How we Protect your Personal Data

The Institute is committed to ensuring that your personal data is secure and with the Data Processors who act on our behalf. We are continuously taking technical and organisational steps to better protect your personal data.

Responsibilities of Institute Employees

As an employee/external examiner/panel member of the Institute, you have a responsibility for any personal data relating to other people that you may access while employed/engaged by the Institute. This responsibility is in addition to any obligations arising from professional ethics or the Code of Conduct for Staff.

Staff must be fully aware of the importance of reviewing email correspondence before its issue. Staff should safeguard that the correct intended recipient and attachments have been selected prior to the issue of all email correspondence.

Staff working remotely (e.g. from home or a hub) must ensure that technical and organisational measures have been implemented to ensure that personal data is kept confidential and secure.

Staff who 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 are in breach of Data Protection legislation and may be subject to the Institute's Disciplinary Procedures.

Website Privacy Policy

The DkIT website privacy policy explains how data may be gathered about users of the Institute's website.

How DkIT 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 keep your contact details up to date. Please notify us if you change address or contact details.

Questions & 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. You also have the right to submit a complaint to the Data Protection Commissioner.

How to contact us

Data Controller:

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

Data Protection Officer, DkIT –

- By email: dataprotection@dkit.ie
- In writing: Data Protection Officer, Dundalk Institute of Technology, Dublin Road, Dundalk, Co Louth A91 K584
- Tel: +353 42 9370221

Office of the Data Protection Commissioner:

- www.dataprotection.ie
- By email: info@dataprotection.ie

- In writing: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28
- Tel: +353 57 868 4800 or +353 761 104 800