

Privacy Notice for External Examiners

Introduction

Atlantic Technological University (ATU) (“the University”) 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. As an External Examiner, your personal data will be processed by the University for various reasons. As part of the transparency principle of the GDPR, you have the right to be fully informed about the use of your personal data by ATU. 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.

This notice should be read in conjunction with the University’s Data Protection Policy which is available at <https://www.atu.ie/app/uploads/2024/10/data-protection-policy.pdf>

The information we process about you

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

- Name
- Mobile number
- Email
- Professional Curriculum Vitae
- Staff ID
- IP address
- Linked Modules/Programmes
- Contract Start date, end date & approval date
- External Examiners home Institution & Department
- ATU Unit (e.g. Department/School)
- Financial data (relating to the payment of fees and expenses)
- Travel data (Car registration, car insurance details, home address relating to the payment of travel)
- Operational information (e.g., within minutes, correspondence, etc)
- Image in photographs/CCTV (on campus visits only)

Data is stored in a variety of relevant platforms and filing systems, including University’s email.

How we obtain your personal data

We obtain your personal data directly from you, from your Curriculum Vitae, payroll/HR details form and Travel claim form.

We also obtain your personal data from others when you are nominated to become an External Examiner.

We also process personal data about you when you browse our website – please read our Website Privacy Policy for more details.

Purposes for which your personal information is used

- For the External Examiner nomination and approval process.
- For the execution of external examining duties and the creation of External Examiner accounts on GURU.
- For payment once final report is submitted.
- For Travel claims.
- For contact purposes in relation to training and any changes/updates of policies, payments, or contract.

Third parties with whom we share your data

Your personal data is held securely by us, and access is restricted to those ATU staff members who need the personal data for one of the purposes set out above.

The University will share your personal data, where necessary and relevant, with third parties (outside ATU) in the following circumstances:

- Where we contract a third party to process data on our behalf, for example software service providers e.g., GURU, CoreHR, Microsoft, Archiving companies, CCTV companies, etc,
- Where required to do so by law e.g., Revenue Commissioners, DPER, HEA, Auditors, Insurance companies, SIPO etc.

In so far as is practicable, the University endeavours to hold all your personal data within the European Economic Area (EEA). Where your personal data is transferred outside of the EEA, it is done only when appropriate safeguards are in place.

Data retention

We store your personal data for as long as is necessary for the purposes set out above and according to our data retention schedule.

Your rights

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 receive a copy of and/or access the personal data that ATU holds about you, together with other information about our processing of that data.
- The right to request that any inaccurate data that is held about you is corrected and incomplete data updated.
- The right, in certain circumstances, to request that we erase your personal data.
- The right, in certain circumstances, to request that we no longer process your personal data for purposes, or to object to our use of your personal data or the way in which it is processed.
- The right, in certain circumstances, to transfer your personal data to another organisation.
- The right, in certain circumstances, to object to automated decision making and/or profiling; and the right to complain to the Data Protection Commissioner.

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

Questions and Complaints

If you are not satisfied 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 ATU's Data Protection Office in the first instance. You also have the right to submit a complaint to the Data Protection Commission.

Data Protection Officer (DPO)

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. We work remotely and our contact details are:

Email: dataprotection@atu.ie

Tel: 091 742769

Changes to this Privacy Notice

We will update this Privacy Notice from time to time. Please visit this page periodically for updates.

Updated on 8th August 2024.