

Privacy Notice for Staff

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 a staff member, retiree or former staff member of the University, your personal data is 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 uses of your personal data by ATU. This Privacy Notice outlines the types of personal data we process, the purposes for which that personal data is required, third parties with whom we share your data, how long your data is retained, 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/data-protection>.

The information we process about you

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

- Name, date of birth, nationality, telephone number, addresses, Eircode, email addresses
- Staff ID Number
- PPS Number
- Next of kin/emergency contact details
- Gender
- Marital/Civil Partnership status
- Nationality/citizenship
- Children’s Birth Certificates
- Previous employment details
- Current employment details
- Academic history
- Other CV-type information e.g. professional & industry experience, professional development, membership of professional bodies, publications, exhibitions, community/public service, entrepreneurial achievement
- Work Permit number
- Financial information, including bank details (BIC, IBAN, Name & Address of Bank/Building Society), PRSI class, tax details
- Disability information
- 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
- Passport details
- Voice in lecture/meeting recordings
- Disciplinary/grievance records
- Leave records
- New employer (for leavers who enter another public service employment)
- IP address and the type of device you are using when visiting the ATU website on a mobile device

- Car registration number and insurance details
- Call usage is monitored for billing, auditing, fraud prevention and reporting purposes. Data captured includes extension number, name, incoming/outgoing call details including duration, destination and cost. There is no systematic recording of calls by ATU. Individuals may choose to record calls, in which case parties are notified either visually or with an audio prompt.

Special Category Data / Sensitive Information (including health, criminal records, 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 University 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 University email.

How we obtain your personal data

We obtain your personal data directly from you, for example when you submit expense claims, or indirectly through your engagement with the University.

We also obtain your personal data from others, including former employers.

We also collect data from information captured through IT usage.

We also process personal data about you through your use of our website – please read our Website Privacy Policy for more details.

All of the personal data we collect is processed by staff within ATU. However, for the purposes of IT operations, the hosting and maintenance of some staff data is held on a computerised personnel / payroll system called CORE HR. The server holding this data is monitored by our IT Services team, our HR and Payroll staff, but also is serviced and maintained by an external provider (Access Group) working in conjunction with the University. We have a strict regime in place to oversee the effective and secure processing of your personal data.

Purposes for which your personal data are used

- For contractual purposes as a ATU staff member e.g. for appointment, pay, training, promotion & disciplinary matters; health, pensions & other employment related matters
- For compliance with legal obligations e.g. taxation, social protection, equality, health & safety, SIPO, etc.
- For the performance of tasks carried out in the public interest or the exercise of official authority vested in ATU, for example via the Technological Universities Act, 2018;
- For the legitimate interests of ATU 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 ATU's Data Protection Office (details below).

Third parties with whom we share your data

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

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

- 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, and
- Where required to do so by law e.g. Revenue Commissioners, DPER, HEA, Auditors, Insurance companies, SIPO, An Garda Síochána, 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 COVID-19.

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.

Provision of Statistical Data to the HEA

ATU provides statistical data on the incidents of sexual violence, harassment, assault and rape to the HEA as part of ATU's reporting obligations under the national policy framework for ending sexual violence and harassment in HEIs. No personal data is shared as all data is aggregated and anonymised.

Transfers Outside of the European Economic Area (EEA)

In so far as is practicable, ATU 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 ensure that your data receives the same level of protection as it is afforded within the EEA.

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 particular purposes, or to object to our use of your personal data or the way in which we process it;
- The right, in certain circumstances, to transfer your personal data to another organisation;
- The right 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.

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.

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 is 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 ATU 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.

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 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 Statement

We will update this privacy statement from time to time. Please visit this page periodically for updates. Updated on 12th August 2024.