

Technological University of the Shannon, Midlands: Midwest

Governing Body / Associated Committees Privacy Statement

1 FOREWORD

- 1.1 Under General Data Protection Regulations (**GDPR**) privacy notices should be available at any collection point where personal data is being collected from a data subject, especially if being collected for a new purpose. GDPR expands on the requirements based on the first principle which specifically requires controllers to be transparent with their data processing.
- 1.2 This privacy notice explains how TUS collects, uses and shares your personal data and your rights in relation to the personal data that we hold about you.
- 1.3 The University is the data controller of all personal data it holds and must process it subject to the Data Protection Acts (up to and including) 2018 and the General Data Protection Regulation (GDPR).

Governing Body (GB) Members

- 1.4 Certain information is required of Governing Body board members as trustees of the university, particularly in TUS's interaction with financial institutions.

External Committee Members

- 1.5 External Members of GB committees are not members of the TUS Governing Body therefore there may be some differences in the way personal data is processed for these members.

Sections relevant to Governing Body Members:

- 1.6 The following table sets out the sections in this privacy notice that apply solely to members of the TUS Governing Body. All other sections may apply to both Governing Body members and External Committee members.

Governing Body Members only

S1.4 Information required of Governing Body board members as trustees, including in TUS's interactions with financial institutions.

S4.1.3 Information required from trustees under specific legislation, e.g. the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010.

2 Statement Contents

- 2.1 TUS will be the Data Controller for the information held on you. This Privacy statement sets out the following:
 - 2.1.1 How we collect your personal data
 - 2.1.2 The purpose and legal basis for processing your data
 - 2.1.3 Who we share your personal data with
 - 2.1.4 How long we retain your personal data
 - 2.1.5 Your rights and how to exercise those rights
 - 2.1.6 Where we hold your data
 - 2.1.7 How to contact us
 - 2.1.8 How to make a complaint
 - 2.1.9 Changes to this Statement

3 What Information We Collect about You

- 3.1 The types of information collected and processed by TUS may include, but are not limited to, the following:

- 3.1.1 **Contact details:** Name, date of birth, address, telephone numbers, email address, car registration number
- 3.1.2 **Payment details (e.g. expenses):** Bank account details, PPS number
- 3.1.3 **Appointment/Termination of membership:** C.V's, Expression of Interest; Appointment letters, and Resignation letters
- 3.1.4 **Other personal data:** CCTV images, photographs, general correspondence, declaration of interests;

4 **How We Collect Your Personal Data**

- 4.1 We collect your personal data at various points in your relationship with TUS. These include the following situations:
 - 4.1.1 Application for appointment to the Governing Body, appointment, and interactions with you during your term of office
 - 4.1.2 When you use our IT resources
 - 4.1.3 When you provide necessary information required from trustees under specific legislation – e.g. The Criminal Justice (Money Laundering and Terrorist Financing) Act 2010.
 - 4.1.4 Where you make your personal data available to us through social media accounts (e.g. LinkedIn)
 - 4.1.5 On Campus CCTV cameras
 - 4.1.6 Annual completion of declaration of interests
 - 4.1.7 Payment of expenses
- 4.2 Personal Data we collect from you, or about you, will be stored securely on TUS approved storage platforms, and in secure, locked, filing cabinets.
- 4.3 Personal Data will be treated confidentially.
- 4.4 TUS is committed to ensuring that access to your data is limited to those who have a need to process it in line with the purposes set out below.

5 **The purpose and legal basis for processing your personal data**

- 5.1 We collect and use your personal data for statutory and public interest purposes, including the following:
 - 5.1.1 to facilitate the operation of the TUS Governing Body and associated Committees
 - 5.1.2 to process payment for expense claims
 - 5.1.3 to provide facilities such as IT and car parking
 - 5.1.4 to comply with our obligations under legislation including taxation, social protection, equality, immigration, health and safety legislation, anti-money laundering, anti-fraud, and data protection
 - 5.1.5 for necessary communication with you by post, email and phone in relation to your role on the Governing Body or associated committee
 - 5.1.6 to compile statistics and conduct surveys and research for internal and statutory reporting purposes
 - 5.1.7 to create and publish print and electronic material for promotional, statutory reporting and archival purposes
 - 5.1.8 for security purposes (e.g. CCTV footage)

- 5.2 We consider the processing of your personal data for the purposes outlined above to be necessary for the following lawful bases:

Article (6)(c); the processing is necessary for compliance with a legal obligation to which the controller is subject;

Article (6)(e); the processing is necessary for a task carried out in the public interest or in the exercise of the official authority vested in the controller;

5.2.1 Including, but not limited to, the Technological Universities Act 2018; Trustee Act 1893; Anti-Money Laundering Act 2010; Standards in Public Office 2001; and the Taxes Consolidation Act, 1997.

5.2.2 To comply with the Code of Governance of Technological Universities

- 5.3 There may be other situations where we will seek your consent (**Article 6(1)(a) GDPR**) to other processing of your personal data. In these instances, you will be provided with clear information about the reason for the processing at the point of data collection. Where consent is given, it can be withdrawn at any time.

6 Who we share your personal data with

- 6.1 Your personal data is held securely by TUS, and access is restricted to those staff and Governing Body members, who need the personal data for one of the purposes set out above.

We may also share your personal data, where necessary, with the following external organisations:

6.1.1 **Government Departments:** Revenue Commissioners, Department of Social Protection, Dept. of Public Expenditure and Reform and the Department of Education and Skills

6.1.2 **State Agencies:** Higher Education Authority, Payroll Shared Service Centre, An Garda Síochána to assist in the prevention or detection of crime, Standards in Public Office Commission.

6.1.3 **Software Providers:** Software providers or service providers performing administrative functions on behalf of TUS

6.1.4 **Third parties:** Prospective and actual research funders or sponsors, Programme validation boards, Mediators and arbitrators, Companies or organisations providing specific services to, or on behalf of TUS; Auditors – Internal and External; Financial organisations; Insurance companies in respect of accidents occurring within TUS, Members of the general public (from information on TUS website – including your Names, and expenses (**Freedom Of Information Act 2014**);

7 How long we retain your personal data

- 7.1 We store your name indefinitely, and other personal data for one year after the end of your term of office. Data may be retained for longer where issues arise as set out in the Standards in Public Office Act 2001.

- 7.2 Your data is stored on password protected TUS platforms and accessible only to the relevant administrator of the President/Vice President – see point 9. Where hard copies are required, they are securely maintained in a locked filing cabinet in a restricted access filing room.

- 7.3 The university implements multifactor authentication and additional security measures to ensure the protection of electronic personal data.

8 Your rights and how to exercise those rights

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

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

9 Where we hold your data

9.1 Your personal data will be stored on TUS premises:

- 9.1.1 Governing Body documentation is held securely by the President's Office / Office of the Vice President for Finance and Corporate Governance.
- 9.1.2 Related Committee documentation is held in the Office of the Vice President for Finance and Corporate Governance.
- 9.1.3 The Human Resources and Finance Departments hold the information they require to carry out necessary tasks in relation to your position on the committee.

9.2 In the unusual event that your personal data is held outside the European Economic Area (EEA), the university will ensure that data is shared in accordance with EU approved transfer mechanisms.

10 Further Information

10.1 The University Data Protection Officer assists the university, its staff, and committee members in complying with the data protection legislation and advises on data protection policy and requirements. Data access requests and other specific queries, concerns, or complaints, should be addressed to:

Postal Address: Information and Data Compliance Office, TUS, University Road, Athlone, Co Westmeath

Email address: datacompliance@tus.ie

Telephone: +353 (0)90 6468009

Website: <https://tus.ie/privacy/data-protection/>

Subject Access Request / Data Breach reporting: [Access Requests and Breach Reporting - TUS](#)

11 Data Protection Commissioner

11.1 You have the right to raise a concern or complaint with the Data Protection Commissioner's Office regarding your rights under the data protection legislation by contacting:

Telephone: +353 (0)765 01 00

Lo Call Number: 1800 437 737

Online contact: <https://forms.dataprotection.ie/contact>

Postal Address: (See Dublin Office address)

Dublin Office: 6 Pembroke Row, Dublin 2, D02 X963

Portarlinton Office: Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois

12 Review

- 12.1 We will update this Privacy Statement from time to time and will notify you of any material changes.