



**Technological University of the Shannon:
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

**Technological University of the Shannon:
Midlands Midwest (TUS)**

**Job Applicant
and
Employee Privacy Notice**

Version 3

Information and Data Compliance Office

Updated October 2023

Document Location

Privacy Notice Owner

Privacy Notice Owner	Information and Data Compliance Officer
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Privacy Notice Author

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Revision History

Date of this revision:	Date of next review:
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Version Number/Revision Number	Revision Date	Summary of Changes
01	03/10/2023	Title of Notice to include Job Applicants

Approval

This document requires the following approvals:

Name	Approval	Date
Information and Data Compliance Officer	Approved	03 October 2023

This privacy notice shall be reviewed and, as necessary, amended by TUS annually. All amendments shall be recorded on the revision history section above.

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What information do we collect about you

The Technological University of the Shannon (TUS) will be the Data Controller for any information held on you. It will be necessary for TUS to obtain, hold and process the personal data of staff including: personal details, education, training and research records, employment information, financial details, pension details, details of services provided to you. It may also be necessary to obtain, hold and process sensitive personal data and special category data of staff including data relating to physical and mental health.

The types of personal data and examples of when the data may be collected are as follows:

Recruitment Data: Name, Address, curriculum vitae, private email address,

Contract of Employment: Name, staff ID, staff email address, contact information (address, Eircode; email address, telephone numbers); gender, birth certificate, civil status, date of marriage, date of birth, PPS number, previous surname, nationality and country of domicile, next of kin, image, references, probationary reviews, attendance record, leave applications, children's names, date of birth, progression documentation, hosting agreements, working authorisation visas, medical certificates, disability status, occupational health assessments, end of employment correspondence and documentation, car registration details.

Payroll: Salary, Allowances, deductions, honorariums, expenses, bank details, tax details, claim forms.

Pension Details: Pension calculations and deductions, service transfers, transfer values, arrears calculations, benefit statements.

Contract of Employment/Professional Development: Information relating to your education, qualifications and training records.

Processing entitlements such as pension related benefits/parental leave: Information relating to your family / dependents, e.g. next of kin

Grievance and disciplinary investigations: Complaints, WRC Rulings, hearing/meeting notes, warnings, grievance, external mediation, legal case documentation.

Email, MIS Systems, and Internet Usage: Internet permissions, System ID and usage records, email and social media activity on University resources, IP Address, date, time, location when logging in to University IT system remotely, physical and remote access logs.

Staff Welfare / Equality and Diversity Statistics: Sensitive personal data which is classed as special category data to include physical or mental health, racial or ethnic origin.

Travel where relevant: Passport number.

Garda Vetting Requirement: Certain criminal convictions as may be disclosed by the National Vetting Bureau in relation to Garda Vetting and in accordance with TUS's Garda Vetting Policy.

Provision of Online programmes / Presentations: Video or voice recordings for various purposes including the provision of training for and delivery of online programmes, marketing purposes, CCTV.

How we collect your personal data

The personal data TUS holds and processes relating to staff is obtained directly from the staff member or applicant in a recruitment campaign or for example as a member of Governing Body, external examiner, interview panel member etc.

Personal data may be collected in a number of ways including:

The information you supply to us when you express an interest in becoming a staff member (application process via provision of C.Vs or application forms either hard copy or soft copy on the electronic recruitment portal CORE HR/Recruitment).

Information you supply to TUS as a staff member on an ongoing basis for maintenance of your individual CORE HR profile, for example, next of kin, dependents details, sick leave data, stages of employment.

Data is collected when you use our IT resources such as the management information systems, email, social media, and online platforms, and employee clocking system.

Personal data is collected from our security systems including CCTV systems, and physical access systems (Salto door access, Card access, etc.)

Additional personal data may be collected when you make application for a number of employee services including but not limited to:

- Saving Schemes
- Health Insurance Schemes
- Bike to Work Schemes
- Staff Development
- Learning and Teaching Modules

Where we hold your data

Your personal data will be stored on TUS Campuses and/or with approved storage providers with whom we have a data processing agreement, or on secure IT platforms within the EEA, or within countries which are approved via an adequacy decision. In the absence of an adequacy decision, where data is stored outside the EEA, TUS will ensure that a compliance-approved agreement is in place. TUS will take all steps necessary to ensure that all data is processed in accordance with EU approved transfer mechanisms, including the implementation of binding contractual rules, and / or standard contractual clauses.

Our lawful basis for collecting your personal data

All the personal data processing done by TUS is carried out in order to implement all services and processes relating to staff, for example, recruitment, training and development, teaching and learning supports, etc. TUS will only collect and process data for a specific range of contractual, statutory, and public interest purposes including:

- Where you have given your consent for us to do so;
- To enable us to fulfil our contractual obligations to you;

- To allow us to meet all obligations and duties set-out in legislation with which TUS must comply;
- For the performance of functions conferred on TUS by legislation;
- To perform tasks carried out in fulfilment of TUS's duty to act in the public interest *and*
- In the legitimate interests of TUS. Legitimate interests will only be relied upon as a lawful basis where there is clear evidence to support the decision.

The following are lawful bases TUS may use for processing special category data:

- You have given explicit consent to do so for the purposes of meeting obligations in the field of employment and social security and social protection law;
- Processing is necessary to protect your vital interests or those of another natural person where you are physically or legally unable to give consent;
- Processing relates to personal data which you have placed in the public domain;
- Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law;
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services;
- Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices;
- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of the GDPR.

Purposes for which we process your personal data

TUS may not be able to provide the relevant services and offer a quality service without the processing of such data.

This information is passed between different sections of TUS for operational reasons as is necessary for example between Human Resource Office and Payroll Office however the information shared is proportionate for the intended purpose.

Information collected can be used for the following purposes:

- Processing the recruitment and employment of staff. This includes the Vetting/approval of new (and existing) staff under the Protection of Children & Vulnerable Adults legislation via the Garda Vetting Bureau.

- 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 in line with employee contracts and TUS policies.
- 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.
- 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 etc.
- Research and statistical analysis
- Monitor and evaluate the staff experience to enhance services further, e.g. non-compulsory email questionnaire or surveys.
- Enable effective communication with our staff both current and past.
- To provide data to organisations such as the HEA (Higher Education Authority), Revenue etc. in line with legal requirements.
- To comply with statutory reporting requirements.
- To administer voluntary surveys of staff opinion about your experience and the performance of TUS 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 in line with TUS's retention policy, on the Human Resources/Payroll information system, currently CORE HR.
- To enable TUS to continue to contact you after you retire or leave employment for example for Institute events, alumni news, marketing etc.
- To respond to requests for information made under data protection legislation.
- To facilitate any new employer with confirmation of your employment (references for example) and possibly pension entitlement and salary confirmation if transferring to another employer within the Public or Civil Service.
- To facilitate further education either through staff development or TUS 's Learning and Teaching Unit.

TUS provides each member of staff with an email address to enable staff to carry out their necessary functions, and in order to contact staff with relevant information

There may be situations where we will be required to seek your consent to our processing of your personal data. In these instances you will be fully informed of your rights including the right to withdraw your consent at any point without a negative impact.

Who do we share your personal data with

Your personal data is held securely by TUS and access is restricted to those staff 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.

We have Client Services Agreements in place with relevant system providers or agents, to oversee the effective and secure processing of your personal data.

TUS will disclose staff personal data and sensitive personal data to external agencies only where it has obligations or a legitimate reason to do so. These agencies include:

- Higher Education Authority (HEA)
- Department of Higher Education, Innovation, Research and Science
- Department of Enterprise Trade and Innovation
- Department of Public Expenditure and Reform
- Department of Finance (Postmaster General)
- Department of Social Protection for PPS number verification
- Revenue for tax purposes.
- Central Statistics Office
- The Technological Higher Education Association (THEA)
- Statistics, Employment advice.
- Payroll Shared Service Centre
- Higher Education Authority Shared Business Services

TUS may also share personal data with Third Parties including:

- Professional bodies who accredit programmes of study in TUS, such as ACCA, Institute Engineers Ireland, The Nursing and Midwifery Board of Ireland, etc. This information will have been collected as part of a collaborative process within the relevant Faculty and will involve staff participation.
- 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 TUS such as IT services provision, management of car park.
- Where you have requested for, or given consent to, potential employers and recruitment agencies to verify your employment, TUS will share your personal data to verify your employment history.
- Interview Panel members where you have made application for a vacancy.

- Insurance companies in regard to accidents occurring on Institute property
- Legal advisors to TUS.
- An Garda Síochána to assist in the prevention or detection of criminal activity in line with GDPR.
- Internal Auditing companies and Office of Comptroller and Auditor General.

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 and a lawful purpose to do so, in accordance with the law.

TUS will display your title, name, work email address, and work contact number, when appropriate, on our website as part of our customer service charter.

TUS marketing department provide an option for staff to create a more detailed profile on the TUS website www.tus.ie. This is a consent-based option. Please contact our Marketing department for more information on this.

TUS provides mobile phones to staff members in specific roles. These will be used to contact that staff member within agreed time periods.

How long do we retain your personal data

TUS will hold your data in accordance with our Records Retention Schedule (available on demand from datacompliance@tus.ie) and for as long as is necessary for the purposes set out above.

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

TUS may also need to retain some financial records about you for statutory purposes.

Your rights and how to exercise them

Staff/individuals whose personal data including sensitive data is held by TUS have the following rights regarding their own data:

The right to be informed about the personal data we hold and how we process that data

The right to request access to your personal data held by TUS

The right to rectification – to have any inaccurate or incomplete personal data rectified.

The right to erasure of personal data. This will only arise where there is no legitimate reason for TUS to continue to process the personal data. If you exercise your right to erasure TUS will retain a set of core personal data which for former staff will include, name, date of birth, job title, employee ID number, pension details (if appropriate). These will be kept to maintain your University employment details for archive purposes. It may be necessary to also retain

some financial records about you for reporting and audit purposes. It will be necessary to note your wish for erasure so that we do not inadvertently contact you in future.

The right to restrict processing of personal data. Individuals have the right to block the processing of their personal data by TUS in specific situations such as:

The accuracy of the data is contested (and only for as long as it takes to verify that accuracy);

The processing is unlawful and the data subject requests restriction (as opposed to exercising the right to erasure);

The controller no longer needs the data for their original purpose, but the data are still required by the controller to establish, exercise or defend legal rights; or

If verification of overriding grounds is pending, in the context of an erasure request.

The right to data portability. Staff have the right to request the provision of some elements of their information in digital form in order to provide it to other organisations (for example their pension data).

The right to object. You can object to the processing of your personal data by TUS in certain circumstances including the sending and receipt of direct marketing material.

The right to object to automated decision making and profiling. You have the right to object to decision taken by automatic methods without a human intervention in some circumstances.

Where the processing of personal data or sensitive 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.

As a staff member, if you are unhappy with our handling of your personal data or believe that the requirements of the data protection legislation are not being complied with you should contact TUS 's Information and Data Compliance Office in the first instance.

Additionally, TUS 's formal complaint procedure can be invoked if appropriate and you also can submit a complaint to the Office of the Data Protection Commissioner. Please see the TUS Data Protection webpage for further details at www.tus.ie .

How to contact us

If you require further information, wish to exercise your rights, or have any concerns about how your personal data is used, please contact us at datacompliance@tus.ie

How to make a complaint

If you are unhappy with how your personal data is being processed by TUS, please give us the opportunity to address this by contacting us at datacompliance@tus.ie

or you can contact the Data Protection Commission at

Telephone +353 57 8684800 +353 (0)761 104 800

Lo Call Number

1890 252 231

Fax

+353 57 868 4757

E-mail

info@dataprotection.ie

Postal Address

Data Protection Commissioner

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

Changes to this statement

We will update this Privacy Statement from time to time. You can find an up to date version of this statement on TUSS website at www.tus.ie or can email datacompliance@tus.ie to ask us for a copy.