



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

Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

EXTERNAL EXAMINER PRIVACY NOTICE

Technological University of the Shannon: Midlands, Midwest

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1 Foreword

- 1.1 Under General Data Protection Regulations (**GDPR**) privacy notices should be available on 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 widened first principle which now 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 on you. This privacy notice concerns our processing of your personal data.
- 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).

2 Statement Contents

TUS will be the Data Controller for any information held on you. This External Examiner Privacy statement sets out the following:

- 2.1 What information we collect about you
- 2.2 How we collect your personal data
- 2.3 The purpose and legal basis for processing your data
- 2.4 Who we share your personal data with
- 2.5 How long we retain your personal data
- 2.6 Your rights and how to exercise those rights
- 2.7 Where we hold your data
- 2.8 How to contact us
- 2.9 How to make a complaint
- 2.10 Changes to this Statement

3 What Information We Collect about You

TUS collects the following personal data relating to you during the course of your interaction with the University:

- 3.1 First Name, Surname
- 3.2 Postal Address
- 3.3 Personal Email Address / Email Correspondence
- 3.4 Contact Phone Number
- 3.5 Bank Details
- 3.6 Work Experience/Employment
- 3.7 Qualifications
- 3.8 Opinions
- 3.9 Image (CCTV)

4 How We Collect Your Personal Data

We collect the personal data directly from you where it is necessary to confirm your employment or qualifications.

5 The purpose and legal basis for processing your personal data

We consider the processing of your personal data for the purposes outlined in this document to be necessary on the following lawful bases:

- 5.1 Where you have given your consent for us to do so;
- 5.2 To enable us to fulfil our contractual obligations to you;
- 5.3 To allow us to meet all obligations and duties set out in legislation with which the TU must comply;
- 5.4 For the performance of functions conferred on us by legislation;
- 5.5 To perform tasks carried out in fulfilment of our duty to act in the public interest
- 5.6 In the legitimate interests of the TUS. Legitimate interests will only be relied upon as a lawful basis where there is clear evidence to support the decision.
- 5.7 Managing Human Resources processes such as recruitment, payment of salaries, performance management, and training.
- 5.8 Compliance with legal obligations such as making external/statutory returns to the Higher Education Statistics Agency (HESA)
- 5.9 The University processes sensitive personal data for a number of administrative purposes:
 - 5.9.1 Equal opportunities monitoring
 - 5.9.2 Managing obligations under Equal Opportunities legislation

6 Who we share your personal data with

- 6.1 GURU Exam management system;
- 6.2 Dept of Reform and Expenditure;
- 6.3 HR and Payroll Support Services

7 How long we retain your personal data

- 7.1 Your Name is retained on our systems for the duration of your engagement with TUS as an external examiner plus the University retention period which applies to each piece of data. This will not generally extend beyond 8 years in line with finance retention requirements.
- 7.2 Your contact details are retained on our system for the duration of your engagement with TUS plus the University retention period which applies to contact details.
- 7.3 Financial information is retained for eight years, or longer if required by law.
- 7.4 Reports you submit in GURU are retained for 5 years or until after the next programmatic review.

8 Your rights and how to exercise those rights

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

- 8.1 The right to receive a copy of and/or access the personal data that we hold about you, together with other information about our processing of that data;
- 8.2 The right to request that any information that we have on record about you is corrected if found to be inaccurate;
- 8.3 The right, in certain circumstances, to request that we erase your personal data;
- 8.4 The right, in certain circumstances, to request that we no longer process your personal data for particular purposes;

- 8.5 The right to object to the way in which we process your data;
- 8.6 The right, in certain circumstances, to transfer your personal data to another organisation;
- 8.7 The right to object to automated decision making and/or profiling;
- 8.8 The right to complain to the Data Protection Commissioner.

9 Where we hold your data

The information you provide to us is held in the GURU Examination management system, the HR and Payroll management systems, and on the folders of the relevant Faculty.

10 Further Information

If you have any questions relating to how your personal data is being processed, or if you wish to submit an access request you can find contact details below.

10.1 How to Contact Us

Midlands Campus

Phone: +353 (0) 90 6468009

Email: datacompliance@tus.ie

Post: Information and Data Compliance Office,
Technological University of the Shannon,
Midlands: Midwest
University Road,
Athlone,
Co. Westmeath.

Midwest Campuses

Phone: +353 (0) 61 293044

Email: datacompliance@tus.ie

Post: Information and Data Compliance Office,
Technological University of the Shannon, Midlands:
Midwest
Moylish Park
Limerick
V94EC5T

10.2 How to make a complaint

If you are unhappy with how your personal data is being processed by us, please give us the opportunity to address this by contacting us using the contact options outlined above.

11. Data Commissioner

If you wish to raise a complaint or concern with the Data Protection Commission you can contact them at:

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

Lo Call Number

1890 252 231

E-mail info@dataprotection.ie

Postal Address

Data Protection Commissioner
Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois.

12 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 our website at www.ait.ie/gdpr or can email datacompliance@tus.ie to ask us for a copy.