

Maynooth University  
Data Protection Office

---

# Staff Data Privacy Notice

<b>Author / Policy Owner:</b>	Data Protection Office
<b>Creation Date:</b>	7 <sup>th</sup> March 2018
<b>Review Date:</b>	1 <sup>st</sup> September 2022
<b>Version:</b>	5 <sup>th</sup> May 2022
<b>Scope:</b>	This policy applies to employees and representatives of Maynooth University
<b>Related Policies:</b>	Data Protection Policy Student Data Privacy Notice Personal Data Security Incident/Breach Management Procedures
<b>Approved by UE Date:</b>	<b>24<sup>th</sup> January, 2023</b>

## Revision History

Date of this revision: 1 <sup>st</sup> September 2022	Date of next review: 1 <sup>st</sup> September 2024
---	---

## Table of Contents

Revision History .....	2
Table of Contents .....	3
1. Introduction.....	4
2. Purpose .....	4
3. Principles of the Data Protection Acts.....	4
4. Definitions.....	4
5. Collection of Staff Personal Data .....	5
6. Employment Applicants.....	6
7. Purposes and Legal Basis for Processing Employee Data .....	6
8. Recipients of Staff Data .....	6
9. Retention .....	7
10. Data Subject Rights .....	7
11. CCTV.....	7
12. Transfer of Data Outside of Europe .....	8
13. Responsibilities .....	8
14. Contact .....	8
15. Complaints .....	8
16. Updates .....	9
17. General.....	9

## 1. Introduction

This privacy notice explains how Maynooth University collects, processes and shares personal data relating to staff, and other data subjects and their rights in relation to the data we hold.

The General Data Protection Regulation (the "**GDPR**") and the Data Protection Acts 1988 to 2018 (together "**Data Protection Law**") confer rights on individuals regarding their personal data as well as responsibilities on persons processing personal data, in this case the University.

For further information on the University's obligations under Data Protection Law and the steps taken to ensure compliance with those obligations, see the Maynooth University Data Protection Policy. This can be found here: <https://www.maynoothuniversity.ie/data-protection/policies-privacy-notices>

## 2. Purpose

The purpose of this notice is to set out the procedures to be followed by Maynooth University (the "University") when dealing with personal data. This notice applies to the processing of personal data relating to the University's staff (current and retired) and other data subjects, such as employment applicants, agency workers and contractors of the University.

## 3. Principles of the Data Protection Acts

Maynooth University will comply with its responsibilities under the legislation in accordance with the data protection principles outlined in the Acts as follows:

- (a) Personal data shall be processed lawfully, fairly and in a transparent manner;
- (b) Personal data shall be collected for one or more specified, explicit and legitimate purposes and shall not be processed in a manner that is incompatible with such purposes;
- (c) Personal data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed;
- (d) Personal data shall be accurate, and, where necessary, kept up to date, and every reasonable step shall be taken to ensure that data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- (e) Personal data shall be kept in a form that permits the identification of a data subject for no longer than is necessary for the purposes for which the data are processed;
- (f) Personal data shall be processed in a manner that ensures appropriate security of the data, including, by the implementation of appropriate technical or organisational measures, protection against
  - (i) Unauthorised or unlawful processing.
  - (ii) Accidental loss, destruction or damage.

Maynooth University has procedures in place to ensure that data subjects can exercise their rights under Data Protection Law.

## 4. Definitions

### Personal data

"Personal data" means information relating to: -

- (a) an identified living individual,

- or
- (b) a living individual who can be identified from the data, directly or indirectly, in particular by reference to: -
- (i) An identifier such as a name, an identification number, location data or an online identifier, or
  - (ii) One or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual

“Special categories of personal data” means

- (a) Personal data revealing
    - (i) the racial or ethnic origin of the data subject,
    - (ii) the political opinions or the religious or philosophical beliefs of the data subject, or
    - (iii) whether the data subject is a member of a trade union,
  - (b) Genetic data,
  - (c) Biometric data for the purposes of uniquely identifying an individual,
  - (d) Data concerning health
- or
- (e) personal data concerning an individual’s sex life or sexual orientation.

## **5. Collection of Staff Personal Data**

We collect and process personal data relating to you in connection with your role as a Staff member of the University and our relationship with you. This personal data may include:

- Staff number
- PPS No
- Name
- Date of birth
- Country of Birth
- Nationality
- Addresses
- Phone number
- Gender
- Marital status
- ID (passport or driving licence)
- Car Registration
- Bank account details
- Emergency contacts
- Contract of employment
- Visa and work permit details
- HR records (such as interview notes, data relating to leave, training, performance reviews etc)
- Email contact details and addresses
- Image (for Identity card)
- Details of previous employment history
- Educational History
- Medical Records (including medical certificates and occupational health reports/records regarding fitness to work etc)
- Garda Vetting form \*(where relevant)
- CCTV
- Research data
- Curriculum Vitae
- Professional Data

Special categories of personal data, such as medical information and criminal convictions and offences are collected and processed where the University has received your consent to do so, or for the purpose of your employment, or where otherwise required or permitted by law, e.g. Garda Vetting forms are sent to the Garda Vetting office to facilitate vetting of Staff.

The University collects Staff personal data in a number of ways:

- Directly from you – such as information provided to the University during the recruitment and selection process or as part of your on-going interaction with the University;
- From third parties – such as through recruiters, HR consultants, or medical report providers to whom you provided your personal data or from third parties who provide references; and
- Other ways – such as through the use of CCTV on the campus.

## **6. Employment Applicants**

All provisions of this notice will apply to the processing of employment applications received (either directly or via recruitment partners). The University does not accept unsolicited applications for jobs and there is no requirement to retain or reply to unsolicited applications made.

Information received from employment applicants may be shared with the University's agents or partners in connection with services that these individuals or entities perform. These agents or partners are restricted from using this data in any way other than to provide the specified related services (such as recruitment services or pre-employment and in-employment medical assessments for example).

## **7. Purposes and Legal Basis for Processing Employee Data**

The University processes personal data relating to Staff for purposes associated with the administration of the employer/employee relationship (or similar) and to fulfil legal contractual obligations. The purposes for which Staff personal data are processed during a Staff member's association with the University include:

- Recruitment and selection.
- Employment matters (e.g. promotion, development, conduct, attendance, appraisals, managing progress, grievance and academic misconduct investigations, disciplinary actions and complaints).
- Maintenance of employee/Staff records.
- Administering finance (e.g. salary, pension and any other staff benefits).
- Providing support services.
- Providing library, IT and information services.
- Providing operational information.
- For the purpose of promoting our services and other operational reasons.
- Safeguarding and promoting the welfare of employees.
- Ensuring the safety and security of employees.
- Carrying out audits.

The name, professional service or faculty, work email address and work telephone number(s) for staff will appear on the University website as appropriate.

The legal bases on which the University processes Staff personal data are:

- That this is necessary for the performance of tasks that we carry out in the public interest or in the exercise of official authority vested in us by law;
- That this is necessary for compliance with a legal obligation that applies to us;
- That this is necessary for the performance of a contract that is entered into with you or in order to take steps at your request prior to entering into such a contract

## **8. Recipients of Staff Data**

Personal data may be disclosed internally when passed from one department to another in accordance with the data protection principles and this notice. Personal data is not passed to any

internal department or any individual that does not reasonably require access to that personal data with respect to the purpose(s) for which it was collected and is being processed.

The University may disclose your personal data to other organisations in connection with the above purposes, including (please note this list is not exhaustive):

- To agents and contractors of the University where there is a legitimate reason for their receiving the information (including service providers, pension service providers, occupational health advisors, trade unions, insurers and external legal and financial advisers).
- To potential employers of Staff members (to provide references).
- To professional and regulatory bodies.
- To other higher education providers or employers where the Staff member is taking part in an exchange programme or other collaboration as part of their engagement by the University.
- To internal and external auditors.
- To other public authorities and bodies where required or permitted by law, such as the Higher Education Authority, Department of Further and Higher Education, Research, Innovation and Science, Department of Employment Affairs and Social Protection, or in the case of the Gardaí or other law enforcement authorities where necessary for the purposes of the prevention, investigation or detection of crime.

## **9. Retention**

Maynooth University will not hold your personal data for longer than is necessary. The University retains your personal data for as long as it is necessary for the purposes described in this Notice, or to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that might arise between you and the University. Further information on the University's records management and retention policy is available here: <https://www.maynoothuniversity.ie/freedom-information/records-management>

## **10. Data Subject Rights**

As a Staff member in respect of whom the University holds personal data, you have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- The right to access the personal data that we hold about you.
- The right to request the rectification of the personal data we hold about you in certain circumstances.
- The right to restrict the use of the personal data we hold about you in certain circumstances.
- The right to have personal data erased (where appropriate).
- The right to object to the processing of the personal data we hold about you in certain circumstances.
- The right to data portability regarding certain automated personal data.
- In relation to the rights within Data Protection Law relating to "automated decision-making", the University does not use such processes and they do not arise.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require the University to transmit that data to another controller in certain circumstances.
- The right to withdraw your consent at any time, where the University's processing of your personal data is based on you having provided consent.

Staff can apply to exercise their rights by contacting the University's Data Protection Officer.

## **11. CCTV**

CCTV cameras are in operation at a range of points across the University campus and the primary purpose of having CCTV is for security and health & safety purposes. As an ancillary use, staff

monitoring will only take place in the event of an incident that requires investigation. Access to the recorded material is strictly limited to authorised personnel. Please refer to the University's CCTV policy for more information, available here: <https://www.maynoothuniversity.ie/university-policies/data-and-privacy>

## **12. Transfer of Data Outside of Europe**

There is an obligation on all countries in the European Economic Area (EEA) to have a similar standard of protection of personal data. In the event that the University would be required to transfer data outside the EEA, before doing so, steps would be taken to ensure that there is adequate protection as required by the Legislation. Please refer to the University's Data Protection Policy for more information on requirements for transfers outside of the EEA, available here: <https://www.maynoothuniversity.ie/data-protection/policies-privacy-notices>

## **13. Responsibilities**

- Maynooth University has overall responsibility for ensuring compliance with Data Protection law.
- All staff of the University who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation.
- Staff must report any personal data security breaches to the Data Protection Officer immediately.
- The Data Protection Officer will assist the University and its staff in complying with Data Protection law by providing and facilitating, support, assistance, advice and training.

## **14. Contact**

### **Contact us**

If you wish to make an access request

Or exercise your rights as outlined under data protection law

Or

have any queries about this privacy notice please contact the University's Data Protection Officer:

**E-mail:** [dataprotection@mu.ie](mailto:dataprotection@mu.ie)

**Telephone:** +353 1 7083654

### **Postal Address:**

Data Protection Officer,  
Room 17,  
Rye Hall Extension,  
Maynooth University,  
Maynooth,  
County Kildare.

Further information is available on the University web:

<https://www.maynoothuniversity.ie/data-protection>

### **Data Controller**

Maynooth University  
Maynooth  
County Kildare  
Ireland

**W:** [www.maynoothuniversity.ie](http://www.maynoothuniversity.ie)

## **15. Complaints**

If you are dissatisfied with the decision of the Data Protection Officer, you have the right to make a complaint to the Data Protection Commission.



**Phone** 01 7650100 / 1800 437 737

**E-mail** [info@dataprotection.ie](mailto:info@dataprotection.ie)

**Postal Address** Data Protection Commission  
6 Pembroke Row  
Dublin 2  
D02 X963  
Ireland

## 16. Updates

Maynooth University may occasionally update this policy. We encourage you to periodically review this policy for the latest information on our privacy practices. We also encourage you to advise us of any changes to your personal data which we hold so that we can ensure that your personal data is accurate and up to date.

## 17. General

All Data Protection issues should be addressed to the:

**Data Protection Officer**  
[dataprotection@mu.ie](mailto:dataprotection@mu.ie)  
Tel +353 1 7083654

**Controller**  
Maynooth University  
Maynooth  
County Kildare  
Ireland

**W:** [www.maynoothuniversity.ie](http://www.maynoothuniversity.ie)

Maynooth University  
Data Protection Office  
Maynooth, Co. Kildare, Ireland.

**T** +353 1 708 3654 **E** [dataprotection@mu.ie](mailto:dataprotection@mu.ie) **W** [maynoothuniversity.ie](http://www.maynoothuniversity.ie)