



# Employee Privacy Statement

Limerick Institute of Technology takes very seriously its obligations to safeguard your personal information. We want to be transparent in how we gather, use and share your data. This Privacy Statement will explain:

1. What information we collect about you
2. How we collect your personal data
3. The purpose and legal basis for processing your data
4. Who we share your personal data with
5. How long we retain your personal data
6. Your rights and how to exercise those rights
7. Where we hold your data
8. How to contact us
9. How to make a complaint
10. Changes to this Statement

## 1. What Information We Collect about You

The type of information collected and processed by LIT include, but are not limited to, the following:

**Recruitment data:** Name, address, Eircode, telephone number, nationality, email, curriculum vitae, work and educational history, membership of professional bodies, referee names, interview notes and scores, work permit/hosting agreements.

**Personnel File:** Personnel number, PPS number, nationality, gender, birth certificate, civil status, date of marriage, next of kin details, references, probationary reviews, photograph, attendance records, training records, leave request forms, maternity/parental/paternity benefit application forms, childrens' birth certificates, progression documentation, hosting agreements, working authorisation visas.

**Payroll:** Salary, allowances, deductions, honorariums, bank details, tax details, claim forms

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

**Grievance and disciplinary investigations:** Complaints, WRC rulings, hearing/meeting notes, warnings, grievances, external mediation.

**Email and internet usage:** Internet, email and social media activity when using LIT resources, IP address, date/time and location when logging in to LIT email remotely

**Special Category data:** Medical certificates, disability status, occupational health assessments, criminal convictions.

**Termination of employment:** Resignation letter, employment letters.

**Other personal information:** CCTV images, photographs, video footage, car registration details, area access logs.

## 2. How We Collect Your Personal Data

We collect your personal data at various points in your relationship with LIT. These include the following situations:

- Recruitment
- During your period of employment with LIT
- When you use our IT resources
- Where you make your personal data available to us through social media accounts
- CCTV cameras
- Termination of employment

Any data we collect will be stored securely and treated confidentially. LIT 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.

## 3. The purpose and legal basis for processing your personal data

We collect and use your personal data for a range of contractual, statutory and public interest purposes, including the following:

- to manage your employment relationship with LIT including recruitment, payment of salaries and pensions, administering leave requests, training and development
- to administer HR processes including those relating to disciplinary issues, complaints/grievances and performance/absence management
- to provide facilities such as IT, car parking and library services
- to comply with our obligations under legislation including employment, taxation, social protection, equality, immigration and health and safety legislation
- to monitor equal opportunities
- provision of occupational health and wellbeing services
- to communicate effectively with you by post, email and phone
- to compile statistics and conduct research for internal and statutory reporting purposes
- to carry out and circulate voluntary studies
- to create and publish print and electronic material for promotional and archival purposes;
- for security purposes (e.g. CCTV footage)
- to enable us to contact others in the event of an emergency where you have supplied contact details to us

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

- To enable us to fulfil our contractual obligations with you;
- To allow us to comply with legal obligations;
- For the performance of a function conferred on LIT by an enactment and
- To perform a task carried out in the public interest

There may be other situations where we will be required to seek your consent to our processing of your personal data. You are entitled to withdraw your consent at any time.

#### 4. Who we share your personal data with

Your personal data is held securely by LIT 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:

- **Government Departments:** Revenue Commissioners, Department of Social Protection, Dept. of Public Expenditure and Reform and the Department of Education and Skills
- **State Agencies:** Higher Education Authority, Payroll Shared Service Centre, An Garda Síochána to assist in the prevention or detection of crime, Comptroller & Auditor General
- **Third Level Institutions:** Other higher education institutions, partners or research organisations, Erasmus sites, THEA
- **External Examiners:** External examiners and assessors
- **Software Providers:** Software providers or service providers performing administrative functions on behalf of LIT
- **Third parties:** Prospective and actual research funders or sponsors, Programme validation boards, Mediators and arbitrators, Interview panels, Companies or organisations providing specific services to, or on behalf of LIT; Auditors; Insurance companies in respect of accidents occurring within LIT

The above is not an exhaustive list. Disclosures may be made to other third parties not listed above where necessary and where we have a lawful basis to do so.

#### 5. How long we retain your personal data

We store your personal data for as long as is necessary for the purposes set out above. LIT will retain your personnel file for up to 7 years after the cessation of your employment with LIT. Our retention schedule is available in the Policy section of the data protection area of our website.

#### 6. 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:

- The right to receive a copy of and/or access the personal data that LIT 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.

## 7. Where we hold your data

Your personal data will be stored either on LIT premises, with approved storage providers or on secure IT platforms within the EEA. Where your personal data would be held outside the EEA, we will ensure that this is done in accordance with EU approved transfer mechanisms.

## 8. How to contact us

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact us at [dataprotection@lit.ie](mailto:dataprotection@lit.ie) or call 061 293044.

## 9. How to make a complaint

If you are unhappy with the manner in which your personal data is being processed by LIT, you can contact the Data Protection Officer at [dataprotection@lit.ie](mailto:dataprotection@lit.ie).

You can also make a complaint to the Data Protection Commissioner by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23 Laois, emailing [info@dataprotection.ie](mailto:info@dataprotection.ie) or calling +353 (0)761 104 800 or 057 8684800.

## 10. Changes to this Statement

We will update this Privacy Statement from time to time. You can always find an up-to-date version of this Statement on the LIT website or you can ask us for a copy.

Updated on 12 December 2018