



Carlow College, St. Patrick's
Privacy Notice for Members of the Governing Body

Author/Owner	Data Protection Officer
Version	01
Effective date	25 May 2018

Contents

Introduction	3
Data protection principles	3
Definitions	3
Types of data held.....	3
How does the College collect this data?.....	4
Purposes of processing Governor data	4
Legal bases for processing	4
Recipients of Governor data	5
Data subject rights	5
Third country transfer	5
Information security.....	6
Retention.....	6
Failure to provide data	6
Updates	6
Contact.....	6
How to make a complaint	6

Introduction

This Privacy Notice is made available to members of the Governing Body in order to inform you about categories of personal data processed by Carlow College, St Patrick's about you, what we use the data for, who we share the data with, how long we retain the data, and your rights. This Privacy Notice is also applicable to persons who have a right of attendance at Governing Body meetings as some of the data within its scope is processed in relation to you.

The College is subject to the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018. Unless stated otherwise, the controller of the data is Carlow College, St. Patrick's. We respect your right to privacy and take every appropriate measure to secure personal data processed by Carlow College, St. Patrick's.

Further information is available in the College's Data Protection Policy, our Records of Processing Activities document, and from the Data Protection Officer.

Data protection principles

The GDPR sets out a number of principles with which organisations processing personal data must comply. In compliance with these principles, we will ensure that:

- Processing is lawful, fair and transparent
- Data is collected for specified, explicit and legitimate purposes
- Data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- Data is not kept in a form which permits identification of data subjects for longer than is necessary, for the purposes for which it is processed
- Data is processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical and organisational security measures.

Definitions

Personal data means any information relating to an identified or identifiable natural person (data subject). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

Special categories of personal data are those which reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Types of data held

The College processes several categories of data regarding Governors, including:

- Name and contact details, including personal and College email addresses, postal address and telephone numbers

- Position and start date
- Gender
- Disclosures of interests
- Professional position; current or former employer
- Bank account details and claims forms for expenses
- Data sent and received using the College's IT systems
- Operational information arising from Governors' engagement with the College, including records of meetings
- CCTV images

How does the College collect this data?

Some data is collected directly from you or is generated through your engagement with the College. Information regarding you may be processed through various systems, including CCTV.

Purposes of processing Governor data

Data about Governors is processed for a number of purposes, including:

- Complying with our legal and regulatory obligations
- Complying with the Instrument of Governance of Carlow College, St. Patrick's
- Administering payments
- Operational matters, including the organisation of meetings
- Providing IT services
- Ensuring the safety and security of our employees, learners and other stakeholders, facilities and premises, and networks and communications systems
- Providing information about College news and events, internal and external reporting and promoting our services
- Collaboration with other organisations
- Managing insurance and legal issues.

Legal bases for processing

Data protection law permits us to process personal data only when we can identify a legal basis. A number of legal bases apply to the processing of data about Governors. These include:

- Where you give your consent for the processing
- Processing is necessary for compliance with a legal obligation to which the controller is subject
- Processing is necessary in order to protect the vital interests of the data subject or another person
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- Processing is necessary for the legitimate interests of the controller or third party.

Where special categories of personal data are processed, we have to be able to apply a further legal basis to the processing. The usual bases which apply are:

- Your explicit consent for the processing
- Processing is necessary to protect the vital interests of the data subject or another person

- Processing relates to personal data which is manifestly made public by the data subject
- Processing is necessary for the establishment, exercise or defence of legal claims

Recipients of Governor data

Carlow College, St. Patrick's shares your data with the following categories of recipients. In all cases, we will ensure that there is a legitimate reason for the sharing of your data, and that the data shared is adequate, relevant and limited to what is necessary:

- Internally, data about Governors is shared with College employees in a manner commensurate with their duties
- Agents and contractors of the College, including insurers, legal advisors, auditors and IT providers
- Where Governors are involved in representing the College, data may be sent to collaborators
- The public at large in instances where Governors are named in publications, including the College's website
- Public bodies and authorities, including the Higher Education Authority, Quality and Qualifications Ireland and the Department of Education and Skills, and where required or permitted by law or court order, including An Garda Síochána in connection with the prevention, detection and investigation of crime
- We may disclose your personal data to any recipient with your consent or at your request
- We will act in your best interests in an emergency situation, for example, disclose medical data to the emergency services in a life-threatening situation
- Data which requires to be retained permanently may be transferred to the Delany Archive, an independent charitable trust based in Carlow College, St. Patrick's, and in which the College is a partner.

Data subject rights

Data subjects have the following rights, subject to a number of restrictions, which are set out in data protection legislation:

- The right to information about how we process your data
- The right to access the personal data we hold about you
- The right to request the rectification of incorrect or incomplete data
- The right to request the erasure of data, the so-called 'right to be forgotten'
- The right to restrict processing of data
- The right to object to the processing of data
- The right to data portability, that is, the right to receive your personal data, which you provided to us, and to require the College to transfer it to another controller
- The right not to be subject to a decision made solely on automated processing, including profiling.

We will seek your consent to process personal data, where necessary. Where processing of personal data is based on consent, you may withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing prior to the withdrawal of consent.

Third country transfer

In general, data about Governors is not sent outside the European Union (EU). Should it occur, we will ensure that an appropriate safeguard is in place.

Information security

Carlow College, St. Patrick's has in place a range of measures to protect the integrity and confidentiality of personal data, and to secure it against unauthorised access, loss, destruction or damage.

Retention

We will not retain your personal data for longer than is necessary. Retention periods are set out in detail in our Records of Processing Activities document. The retention periods outlined there are determined by factors including legal obligation and operational necessity.

Failure to provide data

You may decline to provide us with data in some circumstances. Where there is a statutory or contractual requirement for data we may not be in a position to enter into or continue a relationship with you, or to administer benefits.

Updates

This Privacy Notice may be updated from time to time in order to make necessary amendments.

Contact

If you have any queries about this Privacy Notice or wish to make a data protection request, please contact:

Bernie Deasy

Data Protection Officer

Email bdeasy@carlowcollege.ie, dataprotection@carlowcollege.ie

Telephone 059-9153200

Postal address Carlow College, St. Patrick's,
College Street,
Carlow.

How to make a complaint

If you are unhappy with the way in which your personal data has been processed, you may, in the first instance, contact the College's Data Protection Officer using the contact details provided above. If you remain dissatisfied, you have the right to complain to the Data Protection Commission at:

Email info@dataprotection.ie

Telephone +353 (0761) 104800

LoCall number 1890 25 22 31

Postal address

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