Grammarly Usage Guidelines:

Grammarly is a widely used writing tool that provides suggestions for grammar, spelling, and style. UCD provides a licensed education version of Grammarly which does not use your data to train its AI algorithms. Although it is a very helpful tool, it's crucial to be cautious when using it with private or confidential information. Here are some key points to consider:

Conditional Approval of Grammarly:

Grammarly is an approved tool, but it comes with an important requirement: You must disable it when working with special category/ sensitive personal data. This is necessary because Grammarly transmits your inputted text to its servers for analysis, and this information is temporarily stored in its database to suggest spelling and grammar recommendations. This process could pose a risk if you include sensitive/ special category personal data or confidential information in your document.

Definitions:

Special categories of personal data

Some types of personal data, usually called sensitive data, belong to special categories which deserve more protection. According to Art. 9 GDPR, sensitive data includes data that reveals information about:

- an individual's health;

- an individual's sex life or sexual orientation;

- an individual's racial or ethnic origin;

- an individual's political opinions, religious or philosophical beliefs;

- an individual's biometric and genetic data;

- trade union membership.

What You Need to Do When Using Grammarly

Before using Grammarly, you must identify if your document contains any Personal data and/or special category/ sensitive personal data. If your documents contain any of the above types of information you must disable Grammarly before working on the document.

Disable Grammarly for Sensitive Documents: If your document contains any high-risk data, you must turn Grammarly off. You can do this by disabling the Grammarly browser extension or desktop application.

Use Alternative Tools: For documents with sensitive information, use Microsoft's built-in grammar and spell-check tools instead. These tools do not send your data to external servers, which helps keep your information secure. Be sure to follow our internal guidelines for handling sensitive documents.

Only use on your Laptop or Computer: Grammarly is only for use on your Laptop or computer and not mobile phones.

Applying This to Email

While you can't control what data you receive in emails, you can manage how you handle and respond to it.

- **Identify High-Risk Data in Emails:** Check your incoming emails for any high-risk data, which often includes personal information combined with identifiers like names, PPS number, or financial information.
- **Disable Grammarly When Responding:** If an email contains high-risk data, disable Grammarly before you write your response. This will prevent the data from being sent to Grammarly's servers.
- **Forwarding or Sharing Emails:** Before you forward or share an email with high-risk data, make sure Grammarly is disabled to prevent sensitive information from being transmitted. Instead, use internal tools for proofreading and sharing sensitive information securely.

How to Disable Grammarly

For Browser Extension:
1. Click on the Grammarly icon in your browser.
2. Toggle off Grammarly for the document you are working on.

For Microsoft Word:
1. To disable Grammarly, hover over the Grammarly floating icon and click settings.
2. Click 'Turn off Grammarly in Microsoft Word'.
3. Hovering over the Grammarly icon reveals a settings button.

Why This Is Important

Grammarly temporarily stores all the text you type on its servers to generate suggestions. This means any **high-risk data, such as special category/ sensitive personal data,** you enter could be at risk of being improperly accessed or used. By disabling Grammarly when you're working on sensitive documents, you can ensure that this information stays secure.

Conclusion

Grammarly is a useful tool for improving your writing, but you must always disable it when working with **special category/ sensitive personal data** to keep our information secure. By following these guidelines, you can continue to use Grammarly's features while protecting sensitive information.

For more information, please refer to our Privacy Policy or contact either our disability team at disability@ucd.ie or alternatively our IT team.