



Irish Social Science Data Archive

Data Protection Policy

The Irish Social Science Data Archive (ISSDA) is Ireland's centre for quantitative data acquisition, preservation, and dissemination. Based at UCD Library, its mission is to ensure wide access to quantitative datasets in the social sciences, and to advance the promotion of international comparative studies of the Irish economy and Irish society.

Introduction

ISSDA needs to collect and use personal data (information) about individuals requesting access to data in the Archive. This information is given to ISSDA via an End User License¹, which is an agreement between made between the End User and ISSDA in order to provide the End User with the right to use the data collections provided via ISSDA according to the terms of the End User Licence.

The reasons for collecting personal data relating to applicants are to allow for the administration of data delivery and for tracking compliance with the terms of ISSDA's End User Licence in the case of a breach as outline in Clause 16. The terms of the End User Licence also permit ISSDA to submit details of the End User and their research for statistical purposes to the original data creator or depositor.

Data Protection law safeguards the privacy rights of individuals in relation to the processing of their personal data. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of This Policy

This policy is a statement of ISSDA's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

¹ http://www.ucd.ie/t4cms/ISSDA_Application_Research_V2.3.docx

Data Protection Principles

ISSDA undertakes to perform its responsibilities under the legislation in accordance with the eight stated Data Protection principles outlined in the Acts as follows:

Obtain and process information fairly: ISSDA obtains and processes personal data fairly and in accordance with its statutory and other legal obligations.

Keep it only for one or more specified, explicit and lawful purposes: ISSDA keeps personal data for the administration of data delivery and for tracking compliance with the terms of ISSDA's End User Licence in the case of a breach as outline in Clause 16. Personal data will only be processed in a manner compatible with these purposes.

Use and disclosure only in ways compatible with these purposes: ISSDA only uses and discloses personal data in circumstances that are necessary for the purposes of which it collects and keeps the data. Additionally, the terms of the End User Licence also permit ISSDA to submit details of the End User's research for statistical purposes to the original data creator or depositor.

Keep it safe and secure: ISSDA takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of data and against accidental loss or destruction. Data are held in a secure location and are accessible only to a limited number of staff. Access to the data is password protected. A back-up procedure is also in place. Physical End User Licences are held in a locked filing cabinet in a secure location.

Keep it accurate, complete and up-to-date: ISSDA operates procedures that ensure high levels of data accuracy, completeness and consistency. Should End Users request changes to their personal information, for example a change in email address, this is facilitated in a timely manner.

Ensure it is adequate, relevant and not excessive: Personal data held by ISSDA are adequate, relevant and not excessive in data retention terms.

Retain for no longer than is necessary: ISSDA retain personal information for a maximum of 5 years. This is the length of time that End Users are permitted to access the data. Digital data are deleted after a period of 5 years and physical End User Licences are shredded after a period of 5 years. If data are needed for a period of time greater than 5 years End Users must re-apply for that data as outlined in the End User Licence.

Give a copy of his/ her personal data to that individual, on request: ISSDA has procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

Procedures and Guidelines

ISSDA is firmly committed to ensuring personal privacy and compliance with the Data Protection legislation, and adheres to best practice guidelines and procedures set out by UCD, where ISSDA is based, in relation to all aspects of Data Protection.

Review

This Policy will be reviewed regularly in light of any legislative or other relevant developments.