



## Irish Social Science Data Archive

### Privacy Notice for End Users and Data Depositors

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

This privacy notice is for the Irish Social Sciences Data Archive (ISSDA). ISSDA is part of University College Dublin, Belfield, Dublin 4, Ireland. You can contact us at [issda@ucd.ie](mailto:issda@ucd.ie).

ISSDA fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with ISSDA. Any personal information which you volunteer to ISSDA will be treated in accordance with Irish and European Data Protection legislation. This privacy notice covers the personal data ISSDA collects directly from the person by way of a Depositor License<sup>1</sup>, Registered End User License<sup>2</sup> ("Agreements") or Confirmation of Data Destruction Form<sup>3</sup> and through registration with the ISSDA Dataverse.

In the context of managing the administration of the data archive, ISSDA (UCD) acts as Data Controller for Depositors and Registered End Users personal data. In the context of providing access to quantitative dataset in the social sciences, ISSDA acts as Data Processor operating on behalf of, and following the instructions of its Depositors. Personal data which ISSDA holds as a data processor is not addressed in this Privacy Notice.

Please note: To exercise data subject rights for pseudonymised data held within data studies deposited with ISSDA, research participants need to contact the relevant depositor and study owner as data controller of study data.

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<sup>1</sup> ISSDA Deposit Licence Agreement for Restricted Access Datasets

<sup>2</sup> ISSDA Data Request Form for Research Purposes and End User Licence & ISSDA Data Request Form for Teaching Purposes and End User Licence

<sup>3</sup> Confirmation of Data Destruction Form

## **Why and how we collect and process the information and for how long we keep it?**

ISSDA collects and processes personal data (information) about its Depositors and Registered End Users. The reasons for collecting personal data are to allow for the administration of data delivery and data deposit. When we collect your personal data, wherever possible, the data will be stored on University premises or on secure IT platforms within the European Economic Area (EEA).

### **ISSDA End User and Depositor Agreements**

ISSDA collects personal information directly from an individual by way of a Depositor License, Registered End User License (“Agreements”) and Confirmation of Data Destruction Form. This is necessary for the performance of a contract. The Agreements, made between the Depositor or Registered End User and ISSDA, permit ISSDA to process the Data Collection and grant access to the Registered End User to use the Data Collection. We collect the following types of personal data - name, email address, organisation, optional data collected if provided include address and phone number. ISSDA keeps End User 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 outlined in Clause 12. Personal information related to End Users is retained for a maximum of 5 years. This is the maximum length of time that End Users are permitted to access the Data.

After 5 years all End User Request forms are deleted and personal data (name, email) is removed from administrative records of data usage. Records of data usage are retained minus personal data for statistical purposes indefinitely.

Personal information related to Data creators or depositors is retained for the length of time the dataset is retained by the ISSDA. If the dataset is removed from the archive personal information relating to that dataset is destroyed. Any personal information contained within the metadata of the data study will be retained within a tombstone record in the data repository. If the Data Depositor withdraws the dataset the End User will be contacted to cease using the data and destroy all copies as per the End User Licence Agreement.

### **ISSDA Dataverse**

The ISSDA Dataverse is ISSDA’s digital data repository. The repository uses Dataverse software developed by Harvard University for data storage and data sharing. The ISSDA Dataverse instance is hosted and supported by 4Science<sup>4</sup> in a Dublin Data Center. The relationship between UCD and 4Science is a contractual one.

By ticking the box on account registration you acknowledge the processing of your personal data in the ISSDA Dataverse.

The following information - name, email address and affiliation is collected upon registration. This is necessary for the creation of a Dataverse account. For depositors it is for performance of a contract to

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<sup>4</sup> <https://4science.com/>

allow access to datasets; for requesters it is to receive the data sets requested. The legal basis for processing this information is the performance of a contract.

When you access the ISSDA Dataverse and download files, web server software generates log files including the IP address of your computer and user name for registered users. This allows ISSDA to monitor and improve the service by being able to track downloads using log files, and in the event of abuse, users can thus be identified, and if necessary, their access to the Dataverse can be blocked. Identifying information such as IP address and username are retained for 15 days to support the analysis of incidents and detect possible DoS attacks, after this period personal identifying information is deleted. Anonymous information is retained for statistical analysis purposes. The legal purposes for processing this information is legitimate interest.

## **Who has access to the information and who we share it with?**

The personal data collected from you through the ISSDA Agreements is accessible to ISSDA staff for administration of data delivery and data deposit.

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.

The ISSDA Dataverse hosted and supported by 4Science is ISO/IEC 27001:2013 certified and any data is hosted within the European Union (EU) in accordance with the General Data Protection Regulation (GDPR) and processed in accordance with the Data Protection Act 2018. 4Science does not collect, use or disclose personal information except to carry out its obligations to ISSDA.

## **What are your rights?**

Depositors and Registered End Users have the following rights:

- The right to data access
- The right to rectification
- The right to erasure (to be forgotten)
- The right to restrict processing
- The right to object to processing
- The right to data portability
- The right not to be evaluated on the basis of automated processing, including profiling

To exercise these rights contact: [issda@ucd.ie](mailto:issda@ucd.ie)

If you have concerns about your rights, you can contact the UCD DPO by email [gdpr@ucd.ie](mailto:gdpr@ucd.ie).

If you are not satisfied with UCD's response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail see: <https://www.dataprotection.ie/>

## **Additional privacy notices**

For the overall UCD Privacy Statement please see <https://www.ucd.ie/privacy>.

For the UCD Cookie Policy please see <https://www.ucd.ie/cookie-policy/>

ISSDA uses Mailjet as its marketing platform for the ISSDA Newsletter and ISSDA Updates Service; this service requires the user to opt-in. Please see

<https://www.ucd.ie/itservices/t4media/Mailjet%20UCD%20Privacy%20Notice.pdf>

### **Review**

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

Last reviewed - January 2025

Version 3.0