



# Assessment GDPR

## Privacy Statement for Extern Examiners

This privacy statement describes the processing of Extern Examiner personal data that is carried out by University College Dublin ("UCD") in order to facilitate the management of external examining activity in line with the requirements of the Academic Regulations. The information we hold and process will be used for management and administrative purposes only, to enable us to manage our relationship with Extern Examiners effectively and lawfully whilst they are working with us and after their duties have been completed. This statement explains how UCD collects and uses (processes) personal data relating to Extern Examiners, what rights the extern examiner has in relation to that data and who to contact should the examiner have a query or complaint. This privacy statement is not intended to cover all personal data processing at UCD and data processing activities may be dealt with under separate privacy statements. We ask that you read this statement carefully. This statement contains important information on how and why we collect, store, use and share personal data. We will update these pages from time to time, so please re-read them regularly.

### **About this Statement**

UCD is committed to protecting the privacy and security of personal data. Throughout this statement, "University", "we", "our", and "us" refer to UCD; "you" and "your" refer to those whose data we process because they were or are employed by the University. UCD collects, uses and is responsible for certain personal data. This is known as "processing". When we do so we are regulated under data protection legislation and we are responsible as the "data controller" of that personal data for the purposes of those laws. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). Under data protection legislation, there is also 'special category' personal data, which is more sensitive personal data. This includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data.

### **Information we hold about you**

UCD holds personal data on all appointed extern examiners, including:

- Unique Personal Identifiers and Biographical Information, such as Staff Number, Name, Title, Date of Birth
- Your Contact Details (Note: you can update these when they change)
- PPS number (if applicable)
- Email address(es)
- Bank account and sort code details in order to process your fee and expenses claim forms
- Curriculum Vitae, with details of your current place of work, plus your employment history, main areas of teaching/research, and your education/employment history.
- Your residency and/or citizenship status, in order to confirm your eligibility to work in Ireland



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### **How we obtain your information**

We will collect personal information from the following sources:

- during the nomination process, via your CV.
- on appointment, via the details you submit to enable us to give you access to the University's IT systems and generate a staff IT account.
- when you claim fees/expenses.

### **Why we use your personal data**

The University will process your personal information for a range of purposes, including the following:

- To consider your nomination to act as an extern examiner.
- To comply with legal and regulatory obligations, requirements and guidance in respect of your right to work in the Ireland.
- To facilitate your fulfilment of your role and your ongoing engagement with the University, in order to comply with Institutional and National regulations.
- To pay you the agreed fee and to reimburse reasonable expenses incurred as a result of your work with us.

### **Sharing personal data**

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, primarily this includes the following:

- Relevant Government Departments including Revenue.
- National University of Ireland.
- Extern Examiner reports can be shared under Freedom of Information legislation, which requires the University to provide copies of extern examiners' reports to any third party who makes a lawful request for them. This may include identification of the extern examiner's name.
- On occasion and where necessary, auditors.

### **Transferring your data outside of Europe**

The University operates several programmes outside of Ireland and the EU. These programmes are normally delivered in collaboration with partner organisations. Extern Examiner report forms and review panel reports will be shared with relevant personnel in the partner organisations as per the University's General Regulations.



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## Retention

Extern Examiners personal data are held in administrative systems such as Banner, InfoHub and by UCD Registry, Colleges and Schools, and other support services in network storage and paper files. Your personal data will be retained in line with the University's [Record Management](#) and [Financial Retention](#) Policies.

## Your rights

You have a number of rights regarding access to and control of your personal data, including:

### Right of Access:

You have the right to know what type of personal data UCD holds about you and to obtain a copy of this data.

### Right of Erasure:

Under certain circumstances, GDPR allows you to have personal data erased. We will assess whether it is possible to implement such a request.

### Right to Object:

Under certain circumstances you can object to the processing of your personal data.

### Right to Portability:

You have the right to request that we provide elements of your data in a commonly used, machine readable format.

### Right to Rectification:

You have the right to have any inaccurate personal data which we hold about you updated or corrected.

### Right to Restriction:

You have the right to block the processing of your personal data in certain circumstances. We will assess whether it is possible to implement such a request.

## Changes to this Statement

We regularly review our privacy information to ensure that it remains accurate and current. We will include the effective date on each version of this statement that we issue.

## Queries or Complaints

If you have any questions on the way in which we process your personal data, please let us know by writing to:

Lisa Wallace  
UCD Data Protection Officer  
Room 113, Roebuck Castle,  
University College Dublin,  
Belfield, Dublin 4, Ireland.

UCD's data protection contact information is also available on the following web page [www.ucd.ie/qdpr/contact/](http://www.ucd.ie/qdpr/contact/)



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You also have the right to lodge a complaint at any time with the Data Protection Commission, Ireland's supervisory authority for data protection.

Details of how to lodge a complaint can be found on the [Data Protection Commission's website](#)