

UCD Response to a COVID-19 Positive case in University Community UCD Safety, Insurance, Operational Risk and Compliance (SIRC) Office

Contact: www.ucd.ie/sirc/ Email: sirc@ucd.ie

DATA PROTECTION STATEMENT

University College Dublin ("UCD") is committed to protecting the privacy and security of personal data. This Privacy Statement sets out how UCD will collect, use and protect your personal data in response to a COVID-19 Positive case in the University Community.

HOW WE OBTAIN YOUR INFORMATION

UCD will use the personal data collected about you for this specific data processing activity only in accordance with the purposes outlined in this Privacy Notice. Your data may be collected and recorded in the following manner:

- a) When you call the 7999 UCD emergency number to report your Covid-19 positive case. Your information will be recorded in the Duty Manager Record of Covid-19 Notification forms dataset,
- b) When you report your positive Covid-19 test result to the University,
- c) When you report your test result to a member of Faculty or other staff member,
- d) When you report your positive Covid-19 test result to the UCD Covid-19 coordinator, which will be recorded on a catalogue of campus based positive cases for follow-up and reporting purposes.
- e) From Class attendance lists,
- f) Library attendance recorded via your UCD UCard,
- g) From lists of onsite activities which are created when you partake in certain onsite activities e.g., library booking system, laboratory attendance etc.,
- h) When you reside as a licenced resident in UCD Residences and the University is notified of your positive Covid-19 test result via the Duty Manager, your personal data will be obtained from lists generated by Estates which outline if you are in isolation or restricting your movements awaiting a Covid-19 test,
- i) Information provided by you via Infohub; the online *Contract Tracing Attendance* Google form; contact with the UCD Duty Manager or a UCD Covid-19 coordinator, or contact with your Line Manager when reporting a Covid-19 positive case,
- j) Information provided by you when taking up Residence in UCD,
- k) Information received from the HSE in connection with their contact tracing and other public health activities.

HOW AND WHY WE USE YOUR PERSONAL DATA

The personal data collected, recorded and received will be used to minimise the spread of the virus amongst the University community so as to ensure UCD is a safe place to work, study and live. Where appropriate, your personal data will be gathered, collated and provided to the HSE to assist them in carrying out their contact tracing. This combined dataset is defined in this Privacy Notice as the UCD 'Response to Covid-19' dataset.

The University will review the dataset at the aggregate level by Unit, building and campus, to ensure the campus is a safe place under the 'UCD Response to a Covid-19 positive case' protocol. The University will review the dataset to contact individual staff members, residents and students, where it is necessary to investigate a possible outbreak of Covid-19 on campus, and to share necessary information with the Covid-19 National Contact Tracing Service and other HSE Units as required. Information from these datasets will be shared with the HSE following a request from same for access to this information made by a Director of Public Health under S.I. No. 390/1981- Infectious Diseases Regulations 1981.

UCD processes the information outlined in this Privacy Statement in pursuit of our legitimate interests in meeting the public health obligations in respect of the National Response to the Covid-19 Emergency which are carried out in the public interest.

INFORMATION WE HOLD ABOUT YOU

In order to meet the public health obligations in respect of the National Response to the Covid-19 Emergency we need to process certain personal data in relation to you, which includes:

- Biographical data – We collect the following biographical data: name, address, phone number, email address, gender, date of birth, Student ID number, course of study, next of kin/emergency contact details, information regarding on campus activities.

We also process "special category" data which includes sensitive personal information about your health including in certain circumstances your Covid-19 vaccination status. As part of the UCD Response to Covid-19 emergency, staff, students and residents are required to inform UCD if they have received a positive test result

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for Covid-19 to minimise further spread of the virus amongst the University community. UCD is collecting this special category health data in the 'Public interest in the area of public health', to help combat Covid-19.

WHO DO WE SHARE YOUR PERSONAL DATA WITH

UCD will share your personal data with the HSE following a request from same for access to this information made by a Director of Public Health under S.I. No.390/1981 – Infectious Diseases Regulations 1981.

HOW WE PROTECT YOUR DATA

UCD has put in place reasonable appropriate administrative, technical, personnel, procedural and physical measures to protect your personal data against loss, theft, unauthorised access, use or modifications.

DATA RETENTION

Your personal data will be retained by UCD for the following periods of time:

Duty Manager Notification Forms: UCD will retain this data within the secure Google Drive until such time as the emergency is over and there is no requirement to keep a record of Notifications under the response to Covid-19 Protocol.

Catalogue of Positive cases: This data will be held within the secure Google Drive until such time as the emergency is over and there is no requirement to keep a catalogue of positive cases under the response to Covid-19 Protocol.

Class lists and on campus activities lists: For staff and students. This data is only collated when we are notified of a positive case, passed to the HSE and deleted.

List of residents in isolation and those restricting movements: UCD will retain this data within the secure Google Drive until such time as the emergency is over and there is no requirement to keep a record of the lists under the response to Covid-19 Protocol.

YOUR RIGHTS, QUERIES OR COMPLAINTS

You have the following rights:

- Right to access
- Right to have your personal data corrected (rectification), if incorrect
- Right to limit or restrict how your personal data are used; but this is not an absolute right and only applies in certain circumstances
- Right to object to processing gives you the right to object to the processing of your personal data in certain circumstances

If you have any questions about this Privacy Notice contact: sirc@ucd.ie

If you wish to lodge a complaint about how UCD processes your personal data, please contact the UCD DPO at gdpr@ucd.ie

You also have the right to lodge a complaint with the Data Protection Commission, Ireland's supervisory authority for data protection, but we do ask that you come to us first and give us the opportunity to address your concerns wherever we can. Details of how to lodge a complaint can be found on the [Data Protection Commission's website](#).

This Privacy Statement was last updated on 8th Oct 2021.