

Who are we?

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for UCD Teaching and Learning. You can contact us at teachingandlearning@ucd.ie.

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated in accordance with Irish and European Data Protection legislation.

Why do we collect personal information and how do we use it?

UCD Teaching and Learning will use your information: -

- To provide you with information about the event(s) for which you have registered, that includes event updates, and possible changes, cancellation or similar information.
- to ask you for feedback about the event because it is in our legitimate interest to measure satisfaction as part of our commitment to continuous improvement.
- to fulfil and monitor our legal responsibilities, for example, under health and safety legislation.
- to communicate with you about other events, news, and opportunities at UCD in accordance with your preferences.
- to take photographs and videos of the event where it is in the UCD's legitimate interest to do so or where specific consent has been obtained, providing methods of opt out or withdrawal of consent for those who do not wish to be included or wish to withdraw their consent.

What is our legal basis for processing?

The lawful basis we rely on for collecting your contact information for the purposes of facilitating the event is Legitimate Interests under article 6(1)(f). Processing may also be necessary for the purposes of the legitimate interests pursued by UCD in the use of photography and videos at our events where it is in the interests of the UCD to photograph and record events for promotional purposes. Such processing will only be carried out when a legitimate interest's assessment has been carried out to ensure your personal data is used appropriately and in ways you would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing.

UCD may also rely upon Consent under article 6(1)(a) to process your information. Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time by contacting teachingandlearning@ucd.ie.

UCD may also rely upon Explicit Consent under article 9(2)(a) for example where you have provided special category data for example dietary requirements, allergies or where you inform us of accessibility requirements.

What information do we collect about you?

The personal data we process will be:

- The information you provide in the form to register for an event or by other means such as in an email:
 - Name
 - Title
 - UCD School or Unit
 - Job Title
 - Contact details
- In some instances
 - Dietary requirements
 - Accessibility requirements

How long will your information be held?

We will keep your data for 5 years. When booking onto an event hosted by UCD Teaching and Learning one books on via Infohub (The Booking Centre). This data is currently retained on Infohub for 5 years. In the event that personal data that is downloaded from Infohub for the purpose of managing attendance and organizing the event (e.g catering) will be deleted immediately after the event.

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

Within UCD, your data is shared only with UCD Teaching and Learning and its staff who need access for the processing purposes set out above.

External access:

In rare instances, Eventbrite will be used to facilitate bookings. [Eventbrite Privacy Policy](#).

Also on occasion SurveyMonkey might be used to request feedback about one of our events. Appropriate data protection agreements are in place with this service provider.

We will not share your personal data in any countries outside the EEA.

What are your rights?

- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to object

If you have concerns about your rights as participant/student/employee, you can contact the UCD DPO by email 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/en>

You can access UCD's Privacy Notices at <https://www.ucd.ie/privacy/>. This specific privacy notice is to provide you with further information on how personal data is dealt with when booking onto events organized by UCD Teaching and Learning.