

# UCD TEACHING AND LEARNING PROFESSIONAL PROGRAMME APPLICANTS PRIVACY NOTICE

## Who are we?

This privacy notice is for University College Dublin (UCD), Belfield, Dublin 4, Ireland, in particular for UCD Teaching and Learning. You can contact us at [teachingandlearning@ucd.ie](mailto: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 and how we collect and process the information and for how long we keep it?

We collect your personal data for the purposes of providing University Teaching and Learning Professional Programmes to academic staff on the following basis: processing is necessary for the performance of a task carried out in the public interest. We will collect the following types of personal data:

- Application ID number – generated when the application account is created
- Name, date of birth, country of birth, nationality and telephone numbers
- Addresses (home and term addresses)
- UCD Personnel Number (where applicant is UCD staff)
- Email address
- UCD School (where applicant is UCD staff)

Personal data are normally gathered by the UCD Teaching and Learning via:

### 1. The admissions processes including:

- Information you provide to us during registration such as any applications you complete
- Any other admission procedures operated by UCD.

We will keep your data for as long as is necessary for the purpose for which it was collected.

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

Internal access: The personal data collected from you will be accessed by

- UCD HR in order to update individual staff Core HR Record in relation to the award received
- The University School Heads of Teaching and Learning and College Vice Principals of Teaching and Learning.

Your data will not be shared outside of the EEA or with countries that do not have an existing adequacy decision in place. The personal data will not be used for any other purpose other than those purposes listed above.

## What are your rights?

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

If you have concerns about your rights as student/employee, 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/>

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For the overarching UCD privacy notice for students, and other relevant UCD Privacy Notices, please visit <https://www.ucd.ie/privacy/>.