

PRIVACY POLICY



1. Introduction

The Institute of Education (hereby referred to as “The Institute”, “we”, “our”, “us”) fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with us. This includes respect for the protection of data collected and stored at The Institute and for the right of access to this data. This policy is informed by the General Data Protection Regulation (“**GDPR**”) and the Data Protection Act 2018, as amended. It applies to all staff (current and former employee’s workers and contractors) within The Institute.

The Institute is a “controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to all current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

2. The information we hold about you

When you are an employee with The Institute, we collect and use your personal data. The personal data we collect may include but not limited to the following information:

- Name, address and contact details
- PPS number
- Emergency contact details
- Medical issues (voluntarily disclosed to The Institute)
- Original CV and/or application form
- Employment Contract
- Garda Vetting details
- Details of absences, sick days, annual leave, parental leave etc
- Details of performance reviews
- Employee Job Descriptions
- Details of any accident/injury sustained on Institute property or in connection with a staff member
- Record of any reports The Institute (or its employees) have made in respect of the staff member salary information

3. How is your information collected?

As a staff member or former staff member some of your personal data will be processed by The Institute during the recruitment process, throughout your employment with us, and when your employment ceases. The Institute collects uses and stores (i.e. processes) your personal data. This data is collected from a variety of sources, mainly from yourself, but may also come from other sources e.g. your former employer(s) or your manager. During the course of your employment, additional information may be added to your record. The Institute may share information between different internal departments for operational reasons only as is necessary and proportionate for the purposes intended.

3.1 Processing Principles

3.1 In order for the use of personal data to be lawful, it should be processed on the basis of a legal basis as set out under Articles 6 and 9 GDPR.

The Institute of Education will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection and will process personal data under various legal bases depending on the purpose for which the data is collected.

- To facilitate the management and administration of Institute business
- To manage human resources
- To facilitate the payment of staff and calculate other entitlements
- In the event of an emergency, emergency contact details are held on file
- To record promotions made and changes in role and responsibilities etc
- To enable The Institute to comply with its obligations as an employer under the Safety, Health and Welfare At Work Act 2005
- For compliance with legislation for The Institute
- Where the processing of personal data is related to the delivery of The Institute services, we may sometimes process personal data based on legitimate interests e.g. for the administration and delivery of classes and the use of support services.

How we use your information and the legal basis

We only use your personal information for the purposes outlined below, except as restricted or required by law. In processing your personal information, The Institute relies on several separate and overlapping legal basis:

- a. to manage our employment or work relationship with you:** this includes managing all aspects of our relationship with you, including (and without limitation) administering the payment of salaries or wages or fees, reimbursements, and benefits (including bonuses, pensions, and other benefits), development and training, absence monitoring, performance appraisals, promotions, social welfare obligations, leave entitlements, disciplinary and grievance processes, termination, provision of references, and other general administrative

and human resource related processes. We use your personal information, including special categories of information, in this regard, in particular, to comply with our contractual obligations;

- b. to maintain legal and regulatory compliance:** this includes legal and other requirements such as under employment law, income tax and social insurance deductions, health and safety, record-keeping and reporting obligations (including records of working hours and leave entitlements), , conducting audits, We use your personal information, including special categories of information, in this regard, to comply with our legal obligations. In particular, we process health information to carry out our obligations in the fields of employment, social security, and where necessary for the establishment or defence of legal claims;
- c. to assess and provide for good occupational health:** this includes performing assessments, via third-party health practitioners, for purposes of preventive or occupational medicine to ascertain the working capacity of employees as required by applicable law and taking suitable and specific measures to safeguard your fundamental rights in such instances. We use your personal information, including special categories of information, in this regard, to comply with our legal obligations;
- d. to reach emergency contacts:** we maintain emergency contact details for employees and for next of kin to protect the lives, health, and safety of employees and others and to facilitate communication in case of emergency. We use your personal information, including special categories of information, in this regard, to protect the vital interests of Personnel; and

We use your personal data to pursue our legitimate interests in line with the above purposes and for the following legitimate interests:

- a. to assess and select suitable candidates for employment:** The Institute will use your personal information to ensure you are suitable, qualified and competent for specific roles;
- b. improving efficiencies and training:** The Institute will use your personal information to pursue its legitimate interest of improving efficiencies in the workplace;
- c. to protect company assets:** it will from time to time be necessary to process your personal data to allow The Institute to protect our assets;
- d. safety and security:** as necessary, The Institute will use your personal information to protect against security risks of all types, including the safety and security of persons other than you or us; and
- e. legal process:** we will use your personal information where it is necessary to establish, raise, preserve, or defend our rights or claims in court, to respond to law enforcement requests or discovery procedures, or where required or permitted by applicable laws, court orders, official regulations, or official authorities (including tax and employment), including lawful access by courts or official authorities from outside Ireland.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we

need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis, which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at www.instituteofeducation.ie.

4. Who we share your information with

We share your personal data with third parties, including other Government bodies.

This may include public authorities, such as the Department of Social Protection and the Revenue Commissioners. The level of sharing and the nature of what is shared depend on various factors. The public authorities to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you. We may also share your personal data with other third parties including our insurance company and other service providers (including IT providers, payroll providers, legal advisors etc.), For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

5. Use of photographs for yearbooks, social media, website, etc.

The Institute of Education regularly features photographs and videos depicting life in The Institute in its marketing and promotions. When a staff member joins The Institute they receive a consent form to complete. This form is to be signed by the staff member and returned to the HR Department. By signing and returning this form staff members are granting consent for their image and likeness to be featured in promotions for The Institute.

Periodically the Marketing Department arrange photoshoots and video recording sessions with staff members. These photos and videos are used to promote our full and part time school.

6. Transferring your information outside of the EU

It may be necessary to transfer some of the information which you provide to us to countries outside the European Union ("EU"). By way of example, this may happen if any of our data processors' servers are in a

country outside of the EU. These countries may not have similar data protection laws to the EU. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy.

7. How long we hold your data

We will retain data for the duration of your employment and up to 7 years thereafter. If you apply for a position but you are unsuccessful, we will retain your data for up to 1 year. After this time, your data will be destroyed by confidential shredding or deletion from The Institute database.

8. Rights of Access, Correction, Erasure and Restriction:

Under certain circumstances, by law you have the right to:

- a.** Request access to your personal data.
- b.** Request correction of the personal data we hold about you.
- c.** Request erasure of your personal data.
- d.** Request restriction of processing of your personal data.
- e.** Request the transfer of your personal data to another party.
- f.** Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party)

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the DPO in writing.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

9. Contact Details

If you have any concerns about how your personal data is processed by us, please bring your concerns to our attention using the contact details below:

DPO Officer
The Institute of Education
79-85 Lower Leeson Street
Dublin 2.

Email gdpr@instituteofeducation.ie/ Telephone 01-6613511

You have the right to make a complaint at any time to the Data Protection Commission's Office with respect to data protection issues, or to seek a judicial remedy.

Data Protection Commission's contact details:

Web:

<https://www.dataprotection.ie/>

Post:

Data Protection Commission
21 Fitzwilliam Square South
Dublin 2
D02 RD28
Ireland

The Institute of Education reserves the right to update or amend this policy at any time.

Date of Policy: May 2023





The Institute of Education
79 / 85 Lower Leeson Street, Dublin 2.

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