# Template Data Protection Notice

*The template below can be used by staff of the University as a guide for creating a detailed privacy notice. If you are creating a layered privacy notice, then place some of the important information from this document where the individual is most likely to see it e.g. underneath a form on a webpage, then provide a link to the detailed document. Specific information about the data processing that you are carrying out will need to be added to the template as required. Please ensure you refer to the guidance on the Data Protection Notices webpage before you complete your template.*

***Delete or amend text and follow the guidelines in italics as appropriate.***

# Data Protection Notice

At University College Cork, we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

## Who we are

Throughout this Notice, “we”, “us” and “our” refers to *[the School of X],* University College Cork. For more information about us, please refer to our website: *[insert URL].*

## How we collect your personal data

*Either*

We collect your data from you when you *[e.g. complete this application form].* It will be used by us only in accordance with the purposes outlined in this notice.

*or*

\*We receive your data from *[insert name of organisation].* It will be used by us only in accordance with the purposes outlined in this notice.

*\*If you receive personal data from an outside organisation, you should say who it is and list the categories of personal data you obtain from them. E.g. name, address… Make sure to list any special categories of personal data you collect (if any) and specify how you will use it below).*

## The purpose and legal basis for collecting your data

Any personal data you provide to us via [*insert as appropriate – e.g. via this application form*] will be processed fairly and lawfully.

It will be used for the purposes of... *[list purpose(s)]*

*[add a description of what the data will be used for ensuring that you identify a purpose for all the data fields you collect e.g. to maintain our accounts and records, to operate our website and enable us provide you with the information you have requested, etc.].*

*NOTE: It is advisable to keep the purpose broad, whilst ensuring it is accurate and not misleading. If the purpose is missed out, it may not, in most cases, be used for that purpose without re-issuing the data protection notice setting out the new purpose*

The Data Protection Acts allows us to process your data because you have provided your explicit consent\*. You are entitled to withdraw your consent at any time. If you do withdraw your consent, *[the School of X]* will no longer process your personal data and will take steps to delete all reference to your data securely.

*\*this is the legal basis for processing where you are relying on consent. If you are not obtaining explicit consent, you should consult the Information Compliance Manager to discuss which other legal basis applies. If ‘legitimate interests’ is the lawful basis for the processing, you must specify the legitimate interests pursued by UCC as the data controller or by a third party.*

## Details of third parties with whom we share personal data

*Either*

Your data will not be shared with any third parties.

*Or*

The University will share your data with the following third parties where necessary for purposes of the processing outlined above: *[list third parties]*

* *Identify all that apply and include the reason for sharing the data.*
* *If you are storing data with cloud service providers or on systems supported by third party IT service providers, you will need to include information and describe how the data will be shared e.g. we use IT service providers to help us with our activities. They may have access to the data as reasonably necessary for support purposes on our behalf and are obligated not to disclose or use it for any other purpose.*
* *If you share anonymised data, then you should state that personal data will be anonymised before sharing with the relevant third party.*

## Cross-border data transfers

## *If data may be transferred or will flow outside of the European Economic Area – this will need to be specified here e.g. In the course of processing your personal data, it may be transferred outside of the European Economic Area on the understanding we rely on legally approved mechanisms to lawfully transfer data across borders including the Standard Contractual Clauses approved by the European Commission.*

## How long we will keep your data

In keeping with the data protection principles we will only store your data for as long as is necessary. For the purposes described here we will store your data for… *[specify retention period]*

*Outline the retention period where possible and explain why you will retain the data for this period e.g. for evidential purposes or for operational purposes. If it is not possible to define the retention period, then include a statement defining how the retention period will be determined. If you intend to store data for a longer period, then outline on what basis i.e. scientific research and confirm if the data will be anonymised or pseudonymised.*

## Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

* to find out if we use your personal data, access your personal data and receive copies of your personal data;
* to have inaccurate/incomplete information corrected and updated;
* in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;
* to object to certain processing of your data by UCC;
* to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form;
* where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time;
* to not be subject to solely automated decision;
* to request that we stop sending you direct marketing communications\*\*.

*\*\*For marketing, you must include opt-in boxes in your notice and the person must need to tick the box to consent. You cannot use pre-ticked boxes or inferred consent. The consent must be explicit and freely given. Don’t forget to give the option to unsubscribe with every mailing sent.*

If you wish to avail of these rights, please write to: The Information Compliance Manager, University College Cork at [gdpr@ucc.ie](mailto:gdpr@ucc.ie).

## Questions or Complaints

If you have any queries in relation to *[e.g. your application for >>>]* please contact a member of the *[>>> team]* on *[insert email address and telephone number].*

If you have any queries or complaints in connection with our processing of your personal data, you can contact UCC’s Information Compliance Manager by email at: [gdpr@ucc.ie](mailto:gdpr@ucc.ie)

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission’s website ([www.dataprotection.ie](http://www.dataprotection.ie)), or by telephoning 1890 252 231.

In submitting this form, you understand and agree that your personal details will be used by *[the School of X]* for the purposes outlined above.