



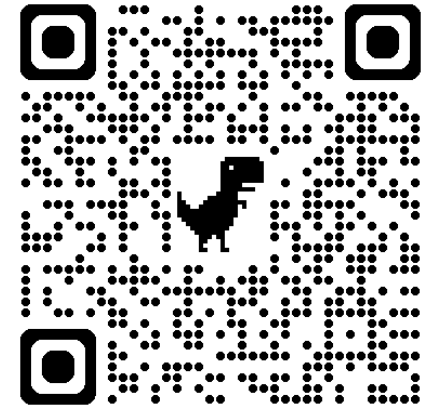
# UCC Employee Self-Service (ESS) Diversity Tool





# Diversity Tool

- What is the ESS Diversity Tool?
- What is new?
- How is the data protected?
- How will my community and I benefit? Why is it important?
- Play Your Part



# What is the ESS Diversity Tool?



- The Tool is an **extension** of an **ESS platform**. It is a new **central data collection system for staff**.
- It was developed and is led by UCC's Equality, Diversity and Inclusion (EDI) Unit and People and Culture Department.
- UCC Staff can access it via [ESS login](#), under the '**Diversity**' tab.
- [Dedicated Website](#).



# What is new to this central data collection system ?

- The **ESS platform** keeps your **demographic data** collected at recruitment.
- Its range has been limited so far. The Tool closes this data collection gap.
- It allows staff for the first time to **voluntarily** submit their demographic information, which aligns with **all nine equality grounds** of the Equal Status Acts 2000-2018.



# How will my diversity data be protected? MAIN POINTS

- ❑ UCC Data Protection Policy applies to all data collected via the ESS Diversity Tool.
- ❑ Data Protection Notice – as approved by the UCC Data Protection Office, governs your data collection and processing.
- ❑ **The data will not be viewed by your managers or your colleagues and will never be used for job selection, promotion or other employment decisions.**
- ❑ Diversity monitoring information will be used exclusively for **monitoring purposes** and will have no bearing on opportunities or benefits.

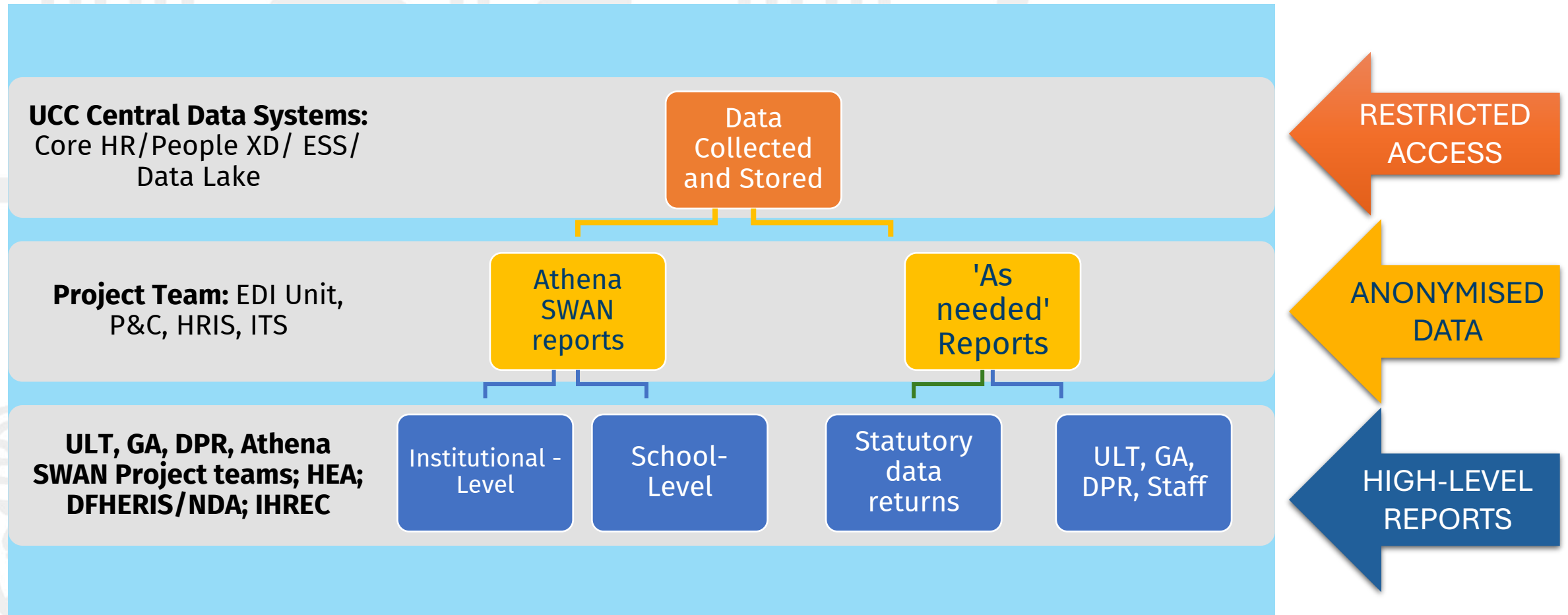
# How will my diversity data be protected? ACCESS

❑ Only **very restricted access to data** is allowed for the system administration and data analysis.

❑ **Raw data** – HRIS manager and team (4 people) for data validation, system admin, and generation of reports.

❑ **Anonymised data reports** – EDI Data Analyst for analysis and reporting; Director of EDI for oversight.

# How will my diversity data be protected? DATA USE





# How will my diversity data be protected? CONSENT

- ❑ All data is collected and processed **lawfully** based on **your explicit and informed consent**.
- ❑ **Voluntary disclosure** – staff are invited to supplement their current employee information, but they can choose which data they provide, if any.
- ❑ **Your rights** as a ‘data subject’ are protected under the General Data Protection Regulations (GDPR, 2018) and listed in the Tool’s DPN.





# How will my diversity data be protected? SECURITY

❑ **Security** – only UCC-managed and UCC-ITS-approved solutions: People XD, Data Lake, Insight, MS SharePoint are used. Safety assessment and safety measures include encryption, anonymisation, access control, quality checks, etc.

❑ **Anonymity by default** - no data that can identify an individual will ever be presented or analysed.



❑ **Dedicated FAQs website**  
– read more about your data protection.

# Why is it essential to collect and monitor staff diversity data?

- **EDI has been central to University life** for many years. UCC's commitment to EDI is enshrined in the **UCC Strategic Plan 2023-2028**, **EDI Framework Action Plan 2023-2028**, and **the Athena Swan Silver Action Plan 2024-2029**.

- **Accurate and good quality data** is recognised in the strategic plan as one of the assets that allows for evidence-based understanding, reasoning or decision-making.

- **EDI Data** is indispensable for identifying, monitoring, and addressing inequalities and diversity-based opportunities.

# How will my diversity data benefit me and my community?

**“YOU ASKED  
– WE DID”  
Approach**



**EDI Staff Consultations**  
(‘Values and Culture’  
Surveys, 2022  
and 2024)  
provided  
invaluable data.

**Data** led to several  
interventions (e.g.  
establishment of  
new staff  
networks, revision  
of promotion  
schemes, launch  
of new family  
leave policies,  
etc).

**ESS Diversity Tool  
data** will build on  
this knowledge  
base in ensuring  
that **diversity,  
representation,  
and equality of  
opportunity** are  
monitored and  
addressed.





# How will my diversity data benefit me and my community?

UCC will gain **an insight into the true diversity** of its workforce across as many equality grounds as possible.



A more accurate picture of UCC Staff will enable the development of **tailored policies and interventions**, avoiding the 'one-size-fits-all' solutions.



Compiled data reports will allow for identifying **evidence-based priority areas to address inequalities and under-representation.**



Your diversity data, **anonymised**, will lead to better data quality overall, its accuracy, and the **ability to assess the efficacy of policies and initiatives.**

# How can I Play My Part in this data collection call?

**1. Go to the [ESS Diversity Tool website](#). Read about the Tool and the [Data Protection Notice](#).**

**2. Log into [your ESS](#) and [fill in the Diversity Tool](#). It takes only **5 minutes to complete**. Do not forget to **‘Save’**! Check your other information kept in the “Employee Detail” dashboard and **update it if needed**.**

**3. Promote the tool** to your colleagues. The [Communication Resources website](#) has some ideas and materials.

**4. Contact us** if you have questions:  
[ediunit@ucc.ie](mailto:ediunit@ucc.ie)  
[hrissupport@ucc.ie](mailto:hrissupport@ucc.ie)

# WHO IS UCC?

**Help us  
understand  
diversity of  
UCC Staff**

## **WHY?**

This ensures a more  
accurate  
representation of  
the UCC staff  
community.  
It makes University  
work for You!

## **HOW?**

You can now  
voluntarily share  
your diversity  
data via  
**ESS Diversity  
Tool**

<https://www.ucc.ie/en/edi/edi-data/ess-diversity-tool>

