



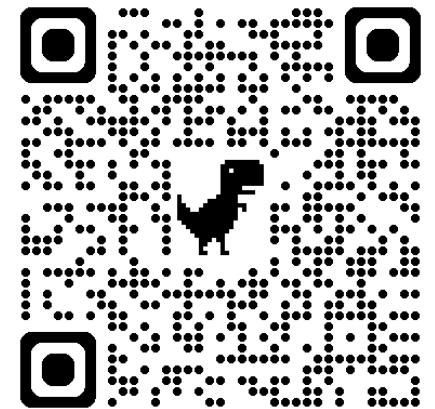
UCC Employee Self-Service (ESS) Diversity Tool



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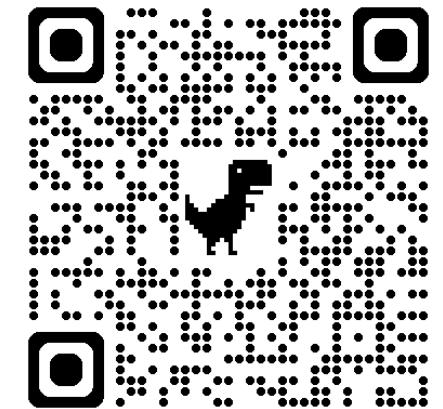


- What is the ESS Diversity Tool?
- What is new?
- How is the data protected?
- How will my community and I benefit? Why is it important?
- Play Your Part



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.

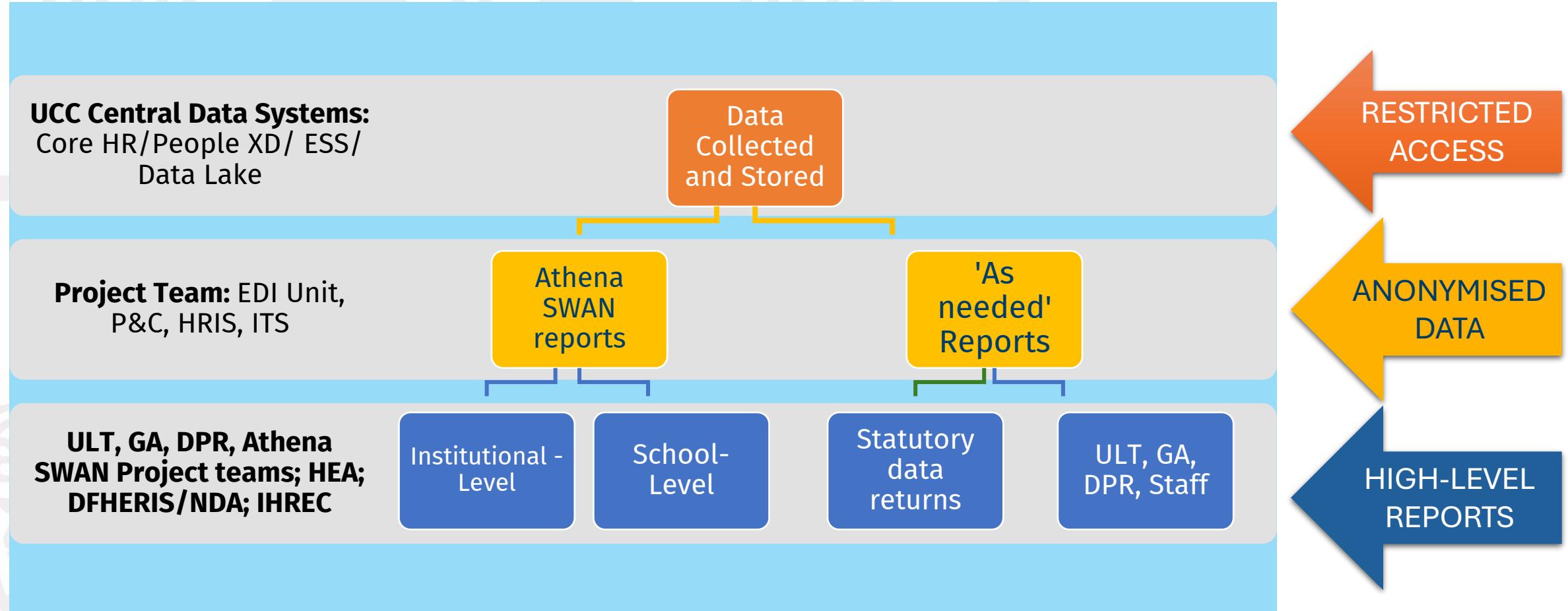
How will my diversity data be protected? ACCESS

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 id 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
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](https://www.ucc.ie/en/edi/edi-data/ess-diversity-tool)

