



Privacy Notice for Governing Body Members

INTRODUCTION

As a member of the Governing Body of Letterkenny Institute of Technology (“the Institute”), your personal data will be processed by the Institute for various reasons. As part of the transparency principle of the GDPR, you have the right to be fully informed about the uses of your personal data by LYIT. This privacy notice outlines the types of personal data we will process, the purposes for which that personal data is required, third parties with whom we’ll share your data, how long your data will be retained by us, etc.

Your personal data is processed in line with data protection legislation and LYIT’s Data Protection Policy.

THE INFORMATION WE PROCESS ABOUT YOU

The types of personal data we process about you include, inter alia:

- Name and contact details, including postal address, telephone numbers, email address
- Gender
- Car registration number
- PPS number
- Bank account details and payments/expenses
- Professional position, current or former employer, representative body, start date
- Disclosure of interests
- Operational information e.g. records of minutes
- Correspondence with the Institute
- Use of Decision Time platform for reviewing meeting packs.
- Image in photographs/CCTV

Data is stored in a variety of relevant platforms including Institute email.

HOW WE OBTAIN YOUR PERSONAL DATA

We obtain your personal data directly from you, for example when you submit expense claims, or indirectly through your engagement with the Institute.

We also obtain your personal data from others, including nominating bodies.

We also process personal data about you through your use of our website – please read our Website Privacy Policy for more details.

PURPOSES FOR WHICH YOUR PERSONAL INFORMATION IS USED

- For contractual purposes as a LYIT Governing Body member, for example:
 - To provide notice of meetings, for the provision of IT services and for the circulation of papers for meetings
 - To contact you to arrange attendance at Selection Board on behalf of the Institute.
- To invite you to specific Institute related events – for example to Institute Conferring ceremonies and other events (For example – 50 year celebrations)
- For compliance with legal obligations, for example:
 - the Institutes of Technology Acts 1992 to 2006; and
 - legislation including taxation, social protection, equality and health & safety & SIPO
- For the performance of tasks to which you have given your explicit consent, for example:
 - photography for media promotion.

- For the legitimate interests of LYIT and third parties, for example:
 - to respond to and defend against legal claims
 - for CCTV purposes.

THIRD PARTIES WITH WHOM WE SHARE YOUR DATA

Your personal data is held securely by us and access is restricted to those LYIT staff members who need the personal data for one of the purposes set out above.

The Institute will share your personal data, where necessary and relevant, with third parties (outside LYIT) in the following circumstances:

- Where we contract a third party to process data on our behalf, for example software service providers (e.g. CoreHR), Archiving companies, CCTV companies, etc, and
- Where required to do so by law e.g. Revenue Commissioners, DPER, HEA, Auditors, Insurance companies, SIPO etc.
- Where we do so in the interest of transparency e.g. Governing Body member names, meeting attendance record, representative body and Governing Body minutes and in the Institute's Annual Reports (This information may be disclosed under a Freedom of Information request).
- Where a Governing Body member sits on an interview panel for the Institute, the member name & representative body is shared with board members and interviewees.
- Connacht Ulster Alliance for the purposes of organising joint GMT/ IT Sligo / LYIT meetings of Governing Body.
- Decision Time Platform for the purposes of sharing meeting packs (names and email address and membership of committees shared)

LYIT will not process your personal data outside the European Economic Area (EEA).

DATA RETENTION

We store your personal data for as long as is necessary for the purposes set out above and according to our data retention schedule.

YOUR RIGHTS

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access the personal data that LYIT holds about you, together with other information about our processing of that data;
- The right to request that any inaccurate data that is held about you is corrected and incomplete data updated;
- The right, in certain circumstances, to request that we erase your personal data;
- The right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or to object to our use of your personal data or the way in which we process it;
- The right, in certain circumstances, to transfer your personal data to another organisation;
- The right to object to automated decision making and/or profiling; and
- the right to complain to the Data Protection Commissioner.

In order to exercise any of the above rights please contact us using the contact details set out below.

QUESTIONS & COMPLAINTS

If you are not satisfied with the Institute's handling of your personal data or believe that the requirements of data protection legislation may not be fully complied with, you should contact the Institute's Data Protection Office in the first instance. You also have the right to submit a complaint to the Data Protection Commission.

DATA PROTECTION OFFICER (DPO)

Please contact us if you have any questions about the data we hold about you or if you wish to exercise any of your rights:

By email: dpo@lyit.ie
• In writing: Data Protection Officer,
LYIT,
Port Road,
Letterkenny,
Co. Donegal
F92 FC93

Data Controller:
Letterkenny Institute of Technology,
LYIT,
Port Road,
Letterkenny,
Co. Donegal
Telephone: 353 (0)74 918 6000

Changes to this Privacy Statement

We will update this privacy statement from time to time. Please visit this page periodically for updates.

Updated on 10 June 2020