

Privacy Notice - Christmas Book

Who are we?

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for Estate Services. You can contact us at extension 7000 or via email, estates@ucd.ie.

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated in accordance with Irish and European Data Protection legislation.

Why and how we collect and process the information and for how long we keep it?

We collect your personal data for the purpose of compiling the annual Estate Services operational document that is known historically as the 'Christmas Book', on the basis of consent. The Christmas Book is an initiative undertaken annually in December when Estate Services produce an operational document to support the management of the university estate during the Christmas closure period and other 'out-of- hours' times during the following calendar year. Those who provide their personal data will only be contacted in the case of a serious incident with the potential to adversely affect the operation of their facility/School/Unit's allocated space in UCD.

We will collect the following types of personal data - name and mobile phone contact number, by asking you to share this personal data with us. We will keep your data for 12 months, after this time has expired, we will delete the personal data.

How we manage and store your data

The personal data will be held in a single 'soft copy' file and saved in a dedicated UCD Google Drive folder that only authorized users have access to. The file can only be viewed by authorized users and cannot be shared, copied, printed or downloaded from the Drive folder.

Who has access to the information and who do we share it with?

The personal data collected from you will be accessed by the Estate Services Campus Duty Manager panel and the Campus Duty Manager panel managers in addition to the three Estate Services staff members who are responsible for producing the Christmas Book.

A decision to use your contact details to contact you will only be made by a Campus Duty Manager or a manager of the Duty Manager panel.

What are your rights?

- Right to be informed
- Right of access
- Right to rectification
- Right to restriction
- Right to erasure
- Right to data portability
- Right to withdraw consent

If you wish to exercise any of your rights listed above, you can do so by contacting Estates Services using the contact information listed at the start of this Privacy Notice.

If you have concerns about your rights as participant, you can contact the UCD DPO by email gdpr@ucd.ie.

If you are not satisfied with UCD's response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail see: <https://www.dataprotection.ie/>