

UCD Estate Services Privacy Notice - Vehicle Rental

Introduction

This privacy notice explains how and why your personal data is used as part of the Vehicle Rental process.

Who are we?

This privacy notice is for University College Dublin Estate Services. You can contact us at estates@ucd.ie or on (01) 716 7000.

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

We collect your personal data for the purpose of facilitating Vehicle Rental on the basis of consent.

We will collect the following types of personal data:

- Your name.
- Your email address.
- Your phone number.
- Your driver number.
- Your Staff/Visitor number.

We will keep your data for a period of one year. The electronic form that you complete will be securely stored in the Estate Services workplace system, and after this time has expired, your personal data will be securely deleted.

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

The personal data collected from you will be accessed by the Transport Pool team in UCD Estate Services. The University will share your data with third parties where necessary for purposes of facilitating vehicle rental. The University will share your personal data with: ERAC Ireland Limited

What are your rights?

- The right to access - You have the right to request access to your information/personal data.

- The right to rectification - You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.
- The right to withdraw consent - You have the right to withdraw your consent at any time.
- The right to erasure - You have the right to request that we erase your personal information/data.
- The right to restrict processing - You have the right to request that we restrict the processing of your personal data.
- The right to object to processing - You have the right to object to processing of your personal data.
- The right to data portability - You have the right to request that we transfer the data that we collected to another organisation, or directly to you.

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

The GDPR covers the data privacy rights in its Chapter 3 (Art. 12-23)/ <https://gdpr.eu/>.

If you have concerns about your rights as a 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/>

You can access UCD's Privacy Notices at <https://www.ucd.ie/privacy/>. This specific privacy notice is to provide you with further information on the Vehicle Rental process within UCD Estate Services.