



## Respondus Lockdown Browser - Privacy Notice

### 1. WHY UCD USES RESPONDUS LOCKDOWN BROWSER AS AN ASSESSMENT TOOL?

Respondus “Lockdown Browser” enables students to undertake on-campus exams in a digitally secure environment. Respondus “Lockdown Browser” works in tandem with Brightspace to add a non-intrusive layer to enhance academic integrity during online assessment.

### 2. WHAT IS THE LEGAL BASIS FOR PROCESSING PERSONAL DATA?

The legal basis for UCD to process your personal data under the GDPR using Respondus Lockdown Browser is ‘public task’, as participation in assessment is a core requirement of educational programmes in UCD.

### 3. WHAT INFORMATION IS SHARED WITH RESPONDUS?

**Students:** The following minimum, mandatory information is shared with Respondus for authentication purposes: ‘UCD Connect Username’, ‘Full Name’.

**Staff:** The following minimum, mandatory information is shared with Respondus for authentication purposes: ‘UCD Connect Username’, ‘Full Name’.

*The sharing of an ‘email address’ is voluntary and may be disclosed by students when seeking technical support or making general inquiries.*

### 4. HOW LONG IS YOUR DATA STORED FOR?

The minimum, mandatory personal data that is shared with Respondus will be retained for no longer than 18 months.

### 5. HOW DO WE PROTECT YOUR DATA?

UCD has advanced IT Security measures in place to protect the integrity and confidentiality of the personal data you share with Respondus. Please ensure you take care to protect the confidentiality of your UCD Connect user log in details including username and password to protect your account through Brightspace.

### 6. INTERNATIONAL DATA TRANSFERS

Any data transferred from UCD to Respondus in the US is covered by the EU-US Data Privacy Framework.

## YOUR DATA PRIVACY RIGHTS

### 7. YOUR RIGHTS TO ACCESS

You have a right to make a Subject Access request in relation to the information which UCD and Respondus are processing as part of your account. Information on submitting a Subject Access Request under the GDPR is available at: [Data Subject Access Requests - UCD GDPR](#)

- Right of Access: You have the right to know what type of personal data UCD holds about you and to obtain a copy of this data.
- Right to Object: Under certain circumstances, you can object to the processing of your personal data.

- Right to Rectification: You have the right to have any inaccurate personal data which we hold about you updated or corrected.
- Right to Restriction: You have the right to block the processing of your personal data in certain circumstances. We will assess whether it is possible to implement such a request.

## 8. RIGHT TO LODGE A COMPLAINT

### a) UCD IT Services

If you have any concerns in relation to how your personal data is being processed by UCD and Respondus, we would appreciate it if you could contact UCD IT Services as a first port of call to discuss any concerns about the protection of your privacy rights by emailing [ithelpdesk@ucd.ie](mailto:ithelpdesk@ucd.ie)

### b) UCD Data Protection Officer (DPO)

You also have a right to report any concerns you have in relation to the processing of your personal data under Respondus to the UCD DPO by emailing [gdpr@ucd.ie](mailto:gdpr@ucd.ie).

### c) Data Protection Commission (DPC)

Finally, you have the right to lodge a complaint with the Supervisory Authority, in Ireland the Data Protection Commission (DPC) if you have serious concerns that your rights as a data subject under the GDPR have been infringed. However, we really wish to help, and would encourage you to contact IT Services with any initial concerns. Details of how to lodge a complaint can be found on the DPC [Website](#).

## Version History

Date	Version Control	Approved by
26th Feb 2024	1.0	UCD Registry, Office of the DPO, IT Services