Privacy Notice - evasys Student Feedback system

1 WHY WE USE EVASYS FOR OUR STUDENT FEEDBACK SYSTEM?

Evasys supports confidential student feedback on module and teaching evaluations which assists the University in enhancing the teaching and learning experience for students.

2 LEGAL BASIS FOR PROCESSING PERSONAL DATA

The legal basis for UCD to process your personal data under GDPR using evasys is 'public task'. Student feedback surveys are important in informing teaching and learning developments and contributing to change at UCD.

3 WHAT INFORMATION WE SHARE WITH EVASY

The following minimum, mandatory information is shared with evasys in order for you to access your account: UCD Connect email address, First Name, Surname and Student Number.

4 HOW LONG WE KEEP YOUR DATA?

<u>Students</u>: The minimum, mandatory personal data which is shared with evasys will be retained for no longer than five years.

<u>Staff</u>: The minimum, mandatory personal data which is shared with evasys will be retained for no longer than five years

5 HOW 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 evasys. 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.

YOUR DATA PRIVACY RIGHTS

6 RIGHT TO ACCESS
You have a right to make a Subject Access request in relation to the information which UCD and evasys are processing as part of your account. Information on submitting a Subject Access Request under the GDPR is available from the [UCD Freedom of information Unit](https://www.ucd.ie/dataprotection/request.htm) at: https://www.ucd.ie/dataprotection/request.htm

- 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 of Erasure: Under certain circumstances, GDPR allows you to have personal data erased. We will assess whether it is possible to implement such a request but please be aware that UCD will need to retain certain information about you in order to carry out our lawful functions
- Right to Object: Under certain circumstances, you can object to the processing of your personal data
- Right to Portability: Under certain circumstances, you have the right to request that we provide elements of your data in a commonly used, machine-readable format
- 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
- Automated Decision-Making: You have the right to object to automated individual decision-making (i.e. making a decision solely by automated means without any human involvement) and profiling (i.e. automated processing of personal data to evaluate certain things about an individual). UCD does not make any decisions about students using wholly automated means

7 RIGHT TO RECTIFICATION

If you ever identify any inaccurate data which is recorded on your evasys account, you have a right to request that your record is updated for accuracy.

8 RIGHT TO LODGE A COMPLAINT

a) UCD Institutional Research

If you have any concerns in relation to how your personal data is being processed by UCD and evasys we would appreciate it if you could contact UCD Institutional Research as a first port of call to discuss any concerns about the protection of your privacy rights by emailing studentfeedback@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 Urkund to the UCD DPO by emailing 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
06 April 2023	Finalised draft of PN	Maura McGinn, Director of Institutional Research