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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

Galway and Roscommon Education and Training Board

Privacy Notice Employees, Volunteers, Board Members, Committee members etc.

By applying for any position, working or volunteering with, or otherwise taking up any position within the ETB, you acknowledge that your personal data (including special category personal data) shall be processed by Galway and Roscommon Education and Training Board. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.gretb.ie

1. We are Galway and Roscommon Education and Training Board. Our address and contact details are Galway and Roscommon Education and Training Board Headquarters, An Coiléar Bán, Athenry, Co. Galway. Phone: 091 874500. We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at www.gretb.ie
2. We collect and use your personal data. The personal data we collect includes your name; date of birth; address; contact details; CV and qualifications; vetting outcome; Teaching Council registration; registration with any other professional/accrediting body; PPS number; financial data; images (staff cards, CCTV); medical, health and occupational health data; immigration/work-visa information; information relating to recruitment, promotions, and appointments processes; other IR/HR processes; pensions details etc. We use personal data for purposes including: running an efficient service; complying with our obligations as an employer; for recruitment and appointments; allocating resources to our education centres; monitoring the effectiveness of our equal opportunities policies; to discharge our duties to other staff and students; complying with our statutory reporting obligations to Government bodies and EU funding bodies; resolving disputes and defending litigation etc. The information we collect about you depends on various factors, e.g. we will hold differing levels of information about a job applicant as compared with a long-standing employee. Certain personal data is collected and aggregated for use on an anonymised basis, e.g. to monitor our compliance with equal opportunities and non-discrimination policies. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at www.gretb.ie.

3. We share your personal data with third parties, including other Government bodies. Depending upon the nature of your role within the ETB, this may include data-sharing with bodies including the Department of Education and Skills, Revenue Commissioners, Department of Social Protection, Comptroller & Auditor General, TUSLA, An Garda Síochána, HSE, the Teaching Council or any other regulatory body to which you belong, your Trade Union (for IR/HR issues), occupational health advisors, our insurance company (Irish Public Bodies), banks/financial institutions (to pay wages), pension administrators and pension trustees, future employers (for references etc.), other service providers (including IT providers, security providers, legal advisors) etc. The Government bodies to which we transfer your personal data will use it for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and may aggregate it with other information they already hold about you. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at www.gretb.ie.
4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of GRETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of GRETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. we retain even after you leave our employment). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.gretb.ie.
7. You have the following statutory rights, that can be exercised at any time:
 - (a) Right to complain to supervisory authority.
 - (b) Right of access.
 - (c) Right to rectification.
 - (d) Right to be forgotten.
 - (e) Right to restrict processing.
 - (f) Right to data portability.
 - (g) Right to object and automated decision making/profiling.For further information, please see section (7) of our Data Protection Policy available at www.gretb.ie , or alternatively contact our Data Protection Officer.
8. We have appointed a Data Protection Officer (DPO) on an interim basis. The contact details are Data Protection Officer, GRETB H.Q., An Coiléar Bán, Athenry, Co. Galway. Contact: 091 874548, email: data.protection@gretb.ie. If you have any queries, please consult our Data Protection Policy (available at www.gretb.ie) or contact our DPO.



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COVID 19 PRIVACY NOTICE

This privacy notice is an addendum to Galway & Roscommon ETB's main Privacy Notice and it explains how Galway & Roscommon ETB (as Data Controller) may use your personal data, specifically in relation to the COVID-19 (coronavirus) pandemic.

We are Galway and Roscommon Education and Training Board. Our address and contact details are Galway and Roscommon Education and Training Board Headquarters, An Coiléar Bán, Athenry, Co. Galway. Phone: 091 874500. We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at www.gretb.ie

At this time, we seek to collect and process special category personal data in response to the recent outbreak of Coronavirus, which is in addition to the data that would ordinarily be collected from you by GRETb. This additional personal data being collected includes whether you, as a data subject, have experienced, or are experiencing, Covid-19 symptoms, are in any of the high-risk categories which are most vulnerable to become infected and/or seriously ill, have been advised by a doctor to isolate or cocoon, or have been in close contact with someone who has diagnosis of suspected, or confirmed, Covid-19. It may also include additional information such as recent foreign travel, if this is required or advised by the Government and/or national or international health organisations. The purpose of collecting this data is to ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation regarding employees returning to work *etc.* The information sought from you is limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

The General Data Protection Regulation requires specific legal conditions to be met to ensure that the processing of personal data is lawful. The conditions relevant to the GRETb processing of the data in question are:

- **Article 6 (1) (c)** – processing is necessary for compliance with a legal obligation to which the controller is subject.
- **Article 6(1)(d)** – processing is necessary in order to protect the vital interests of the data subject or another natural person.
Recital 46 adds that “*some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread*”.
- **Article 6(1)(e)** – is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Additionally, the processing of special categories of personal data, which includes data concerning a person’s health, are prohibited unless specific further conditions can be met. These further conditions relevant to GRETB’s processing of the data in question are:

- **Article 9(2)(b)** – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
- **Article 9(2)(i)** – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care.

In this current pandemic, we may share your information with other public authorities and emergency services; when necessary in a proportionate and secure manner. Contact with you to obtain consent before sharing will not be required where consent is not the legal basis for processing such data, as set out above. Please be assured that protection of personal data remains a priority at this time. We will only share your personal information where the law allows, and we always aim to share the minimum data necessary to achieve the purpose required. The information will not be shared outside the EEA. Further, the information will only be used for the purposes mentioned in this Privacy Notice and GRETB’s Data Protection Policy. Therefore, health information provided by you in relation to the outbreak of Covid-19/Coronavirus will not be used for any other purpose. Such health information will also only be retained for limited specific times. That is, we will only keep your information for as long as it is necessary, taking into account Government advice and the ongoing risk presented by Covid-19/Coronavirus. When the information is no longer needed for this purpose, it will be securely deleted.

We do not engage in automated decision making/profiling.

You have rights with respect to your personal data, which remain intact during the coronavirus pandemic. For further information, please see section 7 of our Data Protection Policy available at www.gretb.ie

If you require further information about how we process your personal data, you can contact our Data Protection Officer by email at data.protection@gretb.ie or by post to Data Protection Officer, Galway & Roscommon ETB Administration Offices, An Coiléar Bán, Athenry, Co. Galway.