

Data Protection Privacy Statement for Panel Members of QQI

This privacy statement explains how Quality and Qualifications Ireland (QQI) collects, stores, uses, and shares your personal data. It also explains your rights in relation to the personal data we hold. QQI is the Data Controller of your personal data and is subject to the Data Protection legislation.

For information on QQI's Data Protection Policies and Procedures, please [click here](#).

As a panel member or former panel member of QQI your personal data will be processed by QQI. During the recruitment process, throughout your engagement with us, and when your engagement ceases, QQI collects, uses, and stores your personal data. This data is collected from a variety of sources, mainly from yourself, but may also come from other sources. During your time of engagement, additional information may also be added to your record.

QQI may share information between different internal units for operational reasons only as is necessary and proportionate for the purposes intended.

In general, we do not transfer your data outside of the EEA. If data is transferred outside the EEA, measures consistent with the legislation are put in place to ensure adequate protection of that data.

1. What data do we collect about you?

The data collected by QQI includes:

- Name, nationality, and telephone numbers
- Addresses (current and past)
- Gender
- PPS Number
- Email Address(es) (Private and Work)
- Educational History and Qualifications and Specialisms
- Details of current and previous employer(s), role(s), status (e.g. retired, learner, self-employed), and subject specialisms
- Bank details (BIC, IBAN, Name & Address of Bank/Building Society),

- IP address and the type of device you are using when visiting the QQI website on a mobile device

In addition to the normal standards of confidentiality, access to sensitive data is carefully controlled so that it is only available to those staff who require it to perform their duties.

2. How do we use your data?

QQI processes your personal data for normal engagement purposes. We keep and use it to enable us to fulfil our obligations as an employer, and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, while you are engaged by us, and after your engagement ends. We are required to ensure that there is a legal basis for processing your personal data, and that you know what that legal basis is.

The bases that we use to process your data are:

- processing that is necessary for the performance of our engagement with you
- processing that is required under legislation
- processing that is necessary in the public interest and
- processing where we have your consent.

If the processing of your personal data is based on your consent, you may withdraw consent at any time by contacting the unit that obtained that consent, or the Data Protection Officer.

The purposes for which QQI may process your personal information include:

- Administration, including recruitment and other engagement related matters
- Accounting & financial and tax purposes,
- To include photos and video in print and electronic materials (e.g. newsletters, brochures, website, etc.) for promotional, press, documentation and archival purposes.
- Internal and external auditing purposes
- To respond to requests for information made under Data Protection legislation or Freedom of Information legislation.

3. Do we share your data with third parties?

We will release data about you to third parties (i.e. outside QQI) when we have a legitimate reason in connection with your engagement/potential engagement/former engagement or with your consent.

The third parties that we may share your relevant personal data with include:

- Data Processors (sub-contractors used by QQI in order to carry out a function for the organisation, e.g. ICT services)
- Providers where those providers are forming review panels (with your consent)
- Co-members of review panels (with your consent)
- Revenue Commissioners
- Interview Board members
- Department of Public Expenditure & Reform
- Comptroller & Auditor General
- Internal and External Auditors
- Research funding bodies.

This is not an exhaustive list; any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law.

We may publish a short profile of you, setting out your professional CV, as part of QQI's institutional review process.

4. How do we store your Personal Data?

We will retain your personal data for no longer than is necessary for the purpose for which we collected it, and in accordance with any requirements that are imposed by law. For some processing activities we may keep data for a long time e.g. awards records, while for other activities data will be deleted after a shorter period, e.g. queries are deleted after two years.

To ensure the security of your personal data we:

- limit access to your personal data to those with a legitimate need to know, and ensure that they are subject to confidentiality; and
- have procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data), including the notification of you and/or the Data Protection Commission's Office when we are legally required to do so.

5. What are your Data Protection Rights?

Under the Data Protection Legislation, you have the following rights:

- a) The right to be **informed** about our collection and use of your personal data.
- b) The right to **access** the personal data we hold about you.
- c) The right to have your personal **data corrected** if your personal data held by us is inaccurate or incomplete.
- d) The right to be **forgotten**, i.e. the right to ask us to delete, or dispose of, any of your personal data that we hold, subject to certain restrictions.
- e) The right to **restrict** (i.e. prevent) the processing of your personal data.
- f) The right to **object** to us using your personal data for a particular purpose or purposes.
- g) The right to **withdraw consent** at any time to us using your personal data.
- h) The right to **data portability**. You may request a copy of your personal data to re-use with another service or business in many cases.
- i) Rights relating to **automated decision-making and profiling**. We do not use your personal data in this way.

If you would like to exercise any of these rights please [click here](#).

6. Changes to this Privacy Statement

QQI reserves the right to modify this Privacy Statement at any time. This may be necessary if the law changes, or if we change our business in a way that affects personal data protection.

This Privacy Statement was last updated on 08/07/2021.

7. How to contact us?

If you have any questions about the data we hold on you, please contact us at:

- **Address:** 26/27 Denzille Lane, Dublin 2, D02 P266, Ireland
- **email:** DPO@qqi.ie

8. Questions and Complaints

If you wish to report a complaint, or if you feel that QQI has not addressed your concerns in an appropriate manner, you may contact the Office of the Data Protection Commission

- www.dataprotection.ie
- **Address:** Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland
- **email:** info@dataprotection.ie
- **Tel:** +353 57 868 4800 or +353 761 104 800