

## Data Protection Privacy Statement for Employees 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 staff member or former staff member of QQI your personal data will be processed by QQI. During the recruitment process, throughout your employment with us, and when your employment 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, e.g. a former employer, or your manager. During your time of employment, additional information may 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, date of birth, nationality, and telephone numbers
- Addresses (current and past)
- Staff ID Number
- PPS Number
- Personal Email Address
- Gender
- Next of kin/emergency contact details
- Marital/Civil Partnership status (for pension purposes)
- Work Pattern

- Details of previous employers
- Previous salary
- Previous pension details
- Educational History and Qualifications
- Job application details
- Citizenship
- Work Permit number
- Financial information, including bank details (BIC, IBAN, Name & Address of Bank/Building Society), PRSI class, tax details
- Training Records
- PMDS
- Leave records (paid and unpaid)
- Disability information (based on self-declaration)
- Health information, including medical certificates
- Image in CCTV footage/photography/filming/Staff ID Card
- Disciplinary/grievance records
- Details of new employer for leavers who enter another Public Service employment
- CV
- IP address and the type of device you are using when visiting the QQI website on a mobile device
- Car registration number (for travel expense claims)
- Call logs from work extension numbers

Some of the data that QQI holds, such as health/medical details, is classified as Sensitive Personal Data. 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 employment 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 employed by us, and after your employment 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 contract 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:

- Staff administration, including recruitment, appointment, training, promotion, disciplinary matters, health, pension purposes and other employment related matters
- Administration of trade union subscriptions
- Accounting & financial purposes, including pay and other strategic planning activities and to facilitate participation in schemes such as tax Incentive schemes, income continuance, etc.
- Provision of wellbeing and support services
- To administer voluntary surveys of staff opinion about your experience of QQI
- 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 meet health and safety obligations and equality of opportunity monitoring obligations
- To comply with statutory reporting requirements
- To maintain a proportionate CCTV system as outlined in the [CCTV Policy](#)
- To assist with law enforcement where required or authorised by law
- 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 employment/potential employment/former employment 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, Payroll Processing)
- Former employers for the purposes of obtaining references
- Perspective employer for the purposes of providing references, confirming parental and force majeure leave
- Department of Social Protection
- Revenue Commissioners
- Interview Board members
- Department of Public Expenditure & Reform
- Comptroller & Auditor General
- Pension Authority
- Accounting firms for actuarial advice regarding pensions
- Internal and External Auditors
- Research funding bodies
- Garda Vetting Unit
- Central Statistics Office (CSO)
- Trade Unions (if applicable)
- Schemes including Tax Incentive, Income Continuance, etc.
- Professional Bodies (for membership purposes)
- CCTV redaction service providers

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.

### 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, superannuation

data, while for other activities data will be deleted after a shorter period, e.g. queries, CVs, references.

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](mailto: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](http://www.dataprotection.ie))
- **Address:** Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland
- **email:** [info@dataprotection.ie](mailto:info@dataprotection.ie)