



## **UCD Estate Services Privacy Notice - Campus Duty Manager System**

### **Introduction**

This privacy notice explains how and why your personal data is used as part of the UCD Estate Services Campus Duty Manager system. The Campus Duty Manager is responsible for the safe and smooth 365 24/7 operation of the University's estate portfolio. The Campus Duty Manager takes an active role in managing normal campus operations, critical and urgent issues, service provision and project activity across the campus(es). This includes ensuring that operational quality standards are set, achieved, and maintained to the benefit of the University community.

### **Who are we?**

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for Estate Services. You can contact us via email, [estates@ucd.ie](mailto:estates@ucd.ie) or by phone, (01) 716 7000.

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated in accordance with Irish and European Data Protection legislation.

### **Why and how do we collect and process the information and for how long we keep it?**

We collect your personal data for the purpose of facilitating the Campus Duty Manager system and incident report logging, particularly incident or emergency response, on the basis of legitimate interest and on some occasions, vital interest. The vital interest would apply in emergency situations such as when the data subject/person is unconscious, sharing information with emergency services and incidents involving medical and healthcare situations; in these scenarios your personal data will be processed by us.

We will collect the following types of personal data:

- Your name
- Your phone number
- Your residence address
- Your email address

Depending on the nature of the incident we are supporting you with, we may ask for and collect the following personal:

- Your date of birth
- Your health status and whether you are taking any medication
- Proof of ownership of your private property e.g. a bicycle invoice
- Vehicle registration

We will keep your data for a period of two years, after this time has expired, we will no longer keep your personal data and anonymise the reports.

Your data is securely stored electronically in the Estate Services integrated workplace management system. We fully respect your right to privacy and treat all personal information with the appropriate standards of security and confidentiality, strictly in accordance with the GDPR.

### **Who has access to the information and who we share it with?**

The personal data collected from you will be accessed by Estate Services and the Safety, Insurance, Operational Risk and Compliance (SIRC) Office. Should further action be required in line with university policies or procedures, the information will be shared with other UCD units to the degree required. Those Units include UCD Legal, Communications and the Office of the Dean of Students.

The university will share your data with third parties where necessary for purposes of the processing outlined above, legitimate interest and on occasion, vital interest. UCD will give MCR group access to the personal data in the delivery of contracted security and operational services to UCD, specifically only staff members of MCR Group who hold the role of Site Supervisor and operate out of the Campus Services Operations Room. We will share the data collected with An Garda Síochána upon their request to assist in their investigations. We will also share the data collected with other emergency services (fire brigade and ambulance) as necessary.

### **What are your rights?**

- The right to access - You have the right to request access to your information/personal data.

- The right to rectification - You have the right to request that we correct any information you believe is inaccurate or complete information you believe is incomplete.
- The right to withdraw consent - You have the right to withdraw your consent at any time, in cases where consent is the legal basis for processing
- The right to erasure - You have the right to request that we erase your personal information/data.
- The right to restrict processing - You have the right to request that we restrict the processing of your personal data
- The right to object to processing - You have the right to object to processing of your personal data

If you wish to exercise any of your rights listed above, you can do so by contacting the UCD Estates Services using the contact information listed at the start of this Privacy Notice.

If you have concerns about your rights as a participant, you can contact the UCD DPO by email [gdpr@ucd.ie](mailto:gdpr@ucd.ie).

If you are not satisfied with UCD's response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail see:

<https://www.dataprotection.ie/>

You can access UCD's Privacy Notices at <https://www.ucd.ie/privacy/>. This specific privacy notice is to provide you with further information on the Campus Duty Manager System within UCD Estate Services.