



## **UCD Estate Services Privacy Notice - UCD Academic Building Out of Hours Access**

### **Introduction**

This privacy notice explains how and why your personal data is used as part of the UCD Estate Services UCD Academic Building Out of Hours Access.

“Out of hours work” may be defined as any work undertaken outside of the official building opening hours (see <http://ucdestates.ie/information/building-opening-hours/>), any work undertaken on Sundays and Bank Holidays, or during times of extended closure (e.g. Christmas, Easter).

NOTE: At Christmas & Easter the campus will close down for a specified number of days and on certain days there will be no access permitted e.g. Christmas Day. Standard building opening hours may be revised by Estate Services at short notice for operational reasons, and the out of hours work times may be adjusted accordingly.

Please note that only active UCD students and staff who have received prior permission from their Head or School/Unit or Nominee and that hold a current Ucard may be granted access to UCD Academic Building/s Out of Hours.

### **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 do we keep it?**

We collect your personal data for the purpose of utilising an access control system by UCD Estate Services on the basis of consent.

We will collect the following types of personal data:

- Name.
- Staff/Student/Visitor number.
- Access control logs of activity on access control doors.

All personal data collected is retained until October 31st of the year if it is not renewed by the user or can be deleted before this date at the request of the user.

Your data is securely stored on an access control server and is password protected. 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, or other UCD units where required in the fulfilment of their function.

We will share the data collected with or supplied to An Garda Síochána (or other law enforcement body) when required.

### **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.
- 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.

- The right to data portability - You have the right to request that we transfer the data that we collected to another organisation, or directly to you.

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.

The GDPR covers the data privacy rights in its Chapter 3 (Art. 12-23)/ <https://gdpr.eu/>.

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 UCD Academic Building Out of Hours Access used by UCD Estate Services.