



Coláiste Pobail Setanta

Misneach (Courage) ~ Bród (Pride) ~ Meitheal (Support)

ddletb



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

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

Adopted by the Board of Management on 29/5/2019

nondiscrimination 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.ddletb.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.ddletb.ie.

4. We do not transfer your personal data to a third country or international organisation.
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 (eg. 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.ddletb.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.ddletb.ie , or alternatively contact our Data Protection Officer.

We have appointed a Data Protection Officer (DPO) on an interim basis, Paddy Lavelle can be contacted at dataprotection@ddletb.ie. If you have any queries, please consult our Data Protection Policy (available at www.ddletb.ie) or contact our DPO.