



Equality, Diversity, Inclusion and Interculturalism (EDII)
Office Data and Privacy Notice

Introduction

This privacy notice explains how the Equality, Diversity, Inclusion and Interculturalism (EDI) Office collects, uses, stores and shares personal data (i.e., information that can be used to identify you as an individual). It also explains your rights under data protection law in relation to the processing of your data. This privacy notice should be read in conjunction with Mary Immaculate College Student Data Protection Privacy Notice.

The EDII Office collects data related to the assessment and awarding of Undergraduate and Postgraduate Scholarship for University of Sanctuary applications. The EDII Office also collects quantitative and qualitative data for the purpose for renewing and attaining Athena Swan awards for gender equality and diversity. Also, data related to students and staff disclosures regarding sexual violence and harassment is attained by EDII Office.

Any personal information that you volunteer to the EDII Office will be treated with the highest standards of security and confidentiality in accordance with Irish and European Data Protection legislation. The College is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (EU) 2016/679.

Collection and retention of personal data

The personal data collected will only be used by the EDII Office for the lawful purposes outlined in this privacy notice. The information will be retained only for as long as required for the purpose it was collected. The MIC Records Retention Schedule outlines how long the data is retained. The personal data we collect from you may be shared, with your consent, to relevant areas such as HR, Assistant Registrar and the Vice President of Governance and Strategy. The data may be collected in the following ways (this is not an exhaustive list):

- Electronic data via email and online forms.
- In person when you contact the Sexual Violence and Harassment Prevention and Response Manager to schedule an appointment.
- Verbally through focus group feedback.

Where information may be used for statistical and monitoring purposes it will be anonymised which means the student and identities will not be revealed.

The purpose and legal basis of processing personal data

The legal basis for collecting personal data is to comply with the College duties under the EU General Data protection Regulation (GDPR), the Disability Act 2005, Equality Status Act 2000 (as amended), the Employment Equality Act 1998 (as amended) and the Data Protection Acts 1988 to 2018. The

College will ensure that personal data is processed fairly and lawfully in keeping with the principles of data protection. For the purposes outlined in this privacy notice, personal data will be processed on the basis of your informed consent. A student or staff member may withdraw their consent to disclose all or any part of their information at any time. To withdraw consent, the College asks that the student or staff member advise the EDII Office and/ or the MIC Data Protection Officer at dataprotection@mic.ul.ie in writing, that they are withdrawing their consent.

How we securely store your personal data

Any data we collect from you will be stored confidentially and securely as required by the MIC Data Protection Policy. The college is committed to ensuring that the processing of your data is performed in a secure manner relevant to the processing, in accordance with Article 32 GDPR requirements. When we store your personal data on our systems the data will be stored either on the College premises or on secure IT platforms.

Who do we share your personal data with?

Mary Immaculate College will share your personal data with third parties where necessary for purposes of the processing outlined in this Privacy Notice. When we share your data with third parties the EDII Office will ensure that the data is only processed according to specific instructions and that the same standards of confidentiality and security are maintained.

How long we retain your data

In keeping with the data protection principle of storage limitation we will only retain your data for as long as is necessary. For the purposes described in this Privacy Notice we will store your data for the duration of your studies, contract, employment (as relevant) in accordance with the [Mary Immaculate College Records Retention Schedule](#). Contact dataprotection@mic.ul.ie to discuss including “EDII” data in the schedule.

Your Rights

Your Rights Under the GDPR, you have the following rights, subject to certain restrictions, in relation to your personal data:

- The right to access the personal data we hold about you;
- The right to request the rectification or erasure of the personal data we hold about you, in certain circumstances;
- The right to restrict the use of the personal data we hold about you in certain circumstances;
- The right to object to the processing of the personal data we hold about you in certain circumstances;
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require the College to transmit that data to another controller in certain;
- The right to withdraw your consent at any time, where the College’s processing of your data is based on your consent.

You may exercise your rights by contacting our Data Protection Officer at dataprotection@mic.ul.ie or submitting a [Subject Rights Request Form](#). In order to protect your privacy, you may be asked to

provide suitable proof of identification. For further details on your data privacy rights, please refer to www.dataprotection.ie

Definitions

Personal data

Any information relating to an identified or identifiable natural person ('data subject'). Special Categories of Personal Data (Sensitive personal data)

- Data concerning health
- Personal data revealing race, ethnic origin, political opinions, religious beliefs, philosophical beliefs, trade-union membership
- The processing of genetic data for the purpose of uniquely identifying a natural person.
- The processing of biometric data for the purpose of uniquely identifying a natural person.
- Data concerning a natural person's sex life or sexual orientation

Processing

Any operation or set of operations performed on personal data. Processing includes storing, collecting, retrieving, using, combining, erasing and destroying personal data, and can involve automated or manual operations.

Data subject

Someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Data controller

An organisation, such as Mary Immaculate College, which determines the purposes and means of the processing of personal data.

Data processor

A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller, traditionally under contract. This does not include Service staff who are processing personal data on behalf of the University as part of their employment duties

Further Information

Any queries or concerns in relation to the processing of your personal data by the College should be addressed to: Elaine Mulqueen Data Protection Officer Mary Immaculate College South Circular Road Limerick V94 VN26 Email: dataprotection@mic.ul.ie Telephone: (061) 204511

You also have the right to lodge a complaint with the Office of the Data Protection Commission by contacting the office at info@dataprotection.ie. or by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois.