



Covid 19 - Personal Contact Register
DATA PRIVACY NOTICE

Introduction

The privacy and security of the personal data collected from you is a priority to Mary Immaculate College. It is equally important to us that you understand how we handle your personal data.

This privacy notice explains how Mary Immaculate College collects, uses and shares personal data (i.e. information that can be used to identify you as an individual) relating to Covid-19. It also explains your rights under data protection law in relation to the processing of your data. 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 (GDPR).

Personal Data that we collect

The data collected includes a register or log of who you have spent time on campus with each week. This log of Contacts/Group Work is maintained for staff and students who are in close contact for extended periods (e.g. working together in spaces where social distancing guidelines may be difficult to maintain).

Why we collect your personal data (including Legal Basis)

The data collected is in line with the return to work safety protocol published by the HSA, the HSE, the Department of Health and the Department of Business, Enterprise and Innovation. To help prevent the spread of COVID-19 in the workplace, every worker and student must complete the personal contact register of who they have spent time on campus with each week.

How we use your Personal Data

This data is required for purposes of contact tracing requirements, in the event of a positive Covid-19 diagnosis. We may use your personal data to identify you personally, to communicate with you, to comply with human resource requirements, and to comply with government regulations.

Disclosure of your Personal Data

We may disclose your personal information for purposes of contact tracing requirements, in the event of a positive Covid-19 diagnosis.

Where we use third parties to process personal data on our behalf (acting as data processors), a written contract will be put in place to ensure that any personal data shared will be held in accordance with the requirements of data protection law and that such data processors have appropriate security measures in place in relation to your personal data.

Retention of your Personal Data

The register will be retained and destroyed according to the [MIC Records Retention Schedule](#) and in compliance with applicable laws and regulations.

Security of your Personal Data

We employ security measures and technologies, such as password protection, encryption, physical locks, etc., to ensure the confidentiality of your personal data.

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 circumstances.
- The right to withdraw your consent at any time, where the College's processing of your personal 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 also be asked to provide suitable proof of identification. For further details on your data privacy rights, please refer to www.dataprotection.ie

Queries and complaints

Any queries or concerns in relation to the processing of your personal data by the College should be addressed to:

Prof. Gary O'Brien
Data Protection Officer
Mary Immaculate College
South Circular Road, Limerick

Email: dataprotection@mic.ul.ie Telephone: (061) 204567

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.