



UCD Privacy Notice InScribe

(Version: September 2023)

Who are we?

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for UCD Michael Smurfit Graduate Business School (GBS). You can contact us at 01 716 8934.

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 we collect and process the information?

The legal basis for processing the personal data which you provide as a student in InScribe is 'public task'. For UCD to be able to provide you with the course and training you wish to receive, it is required that you engage with your programme learning in the Virtual Community Platform - InScribe. It is necessary for you to do so to complete your educational programme in UCD Smurfit Executive Education.

Some data, including personal data, is processed for operational purposes and to manage the educational experience. Information on InScribe activity is collected routinely by UCD and by its service provider, InScribe, to provide a virtual community for UCD faculty, staff and students. InScribe does not collect, use or disclose personal information except to carry out its obligations to UCD. As a Virtual Community tool InScribe allows students to communicate in a digital community, it also allows for faculty and staff to moderate and provide feedback in the academic and programme support context.

Users should be aware that any personal identifying information posted to shared areas of InScribe, is available for use by others. UCD cannot prevent this. Users should note that it is important not to post personal or sensitive information to any part of InScribe or to add links to inappropriate or unsuitable content. UCD reserves the right to monitor user activity in InScribe, and where necessary to take appropriate action. UCD is not responsible for the content of any websites linked from InScribe, or for personal information disclosed by individuals themselves. All use of InScribe and associated services must be in accordance with the [UCD Information Technology Services Acceptable Use Policy](#).

InScribe exchanges data with other systems provided by UCD and third-party systems which are integrated into Stream. Information on InScribe activity may be aggregated with data from these systems in order to review aspects of courses, monitor student engagement and progress, and manage university resources more efficiently. UCD may also collect anonymised data on InScribe usage for statistical purposes or administrative functions. In exceptional cases permitted by data protection laws, UCD may disclose data without user consent or notice, for example, if it is required to investigate offences, to prevent injury or damage or to comply with a legal obligation.

This privacy notice, in conjunction with InScribe's Privacy Policy, applies to the use of InScribe by the staff, students and authorised affiliates of UCD. Any data supplied to the InScribe Environment is stored within the European Union (EU) and in accordance with the General Data Protection Regulation (GDPR) and processed in accordance with the Data Protection Act 2018.

What data is collected?

The InScribe platform will collect the following types of personal data. First name, last name, Username, Personal Unique ID or User IDs (including email).

For how long is data retained?

The University will retain your personal data in InScribe for the duration of your study, or to the end of your relationship with GBS.

What are your rights?

Pursuant to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) you have the following rights:

- Right to access
- Right to rectification
- Right to erasure if data is incorrect or no longer needed
- Right to limit or restrict how personal data are used
- Right to object to processing
- Right not to be subject to automated decisions, where applicable

Some of these rights are not absolute rights and do not apply in all situations. To exercise your rights please contact: Audrey.dempsey@ucd.ie

You can find the Privacy Notice for UCD Executive Development Learning Management System for non-accredited programmes [here](#).

If you have concerns about your rights as a UCD Stream user, you can contact the UCD DPO by email gdpr@ucd.ie.

If you are not satisfied with UCD's response or believe UCD 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/>