Supervisor Training

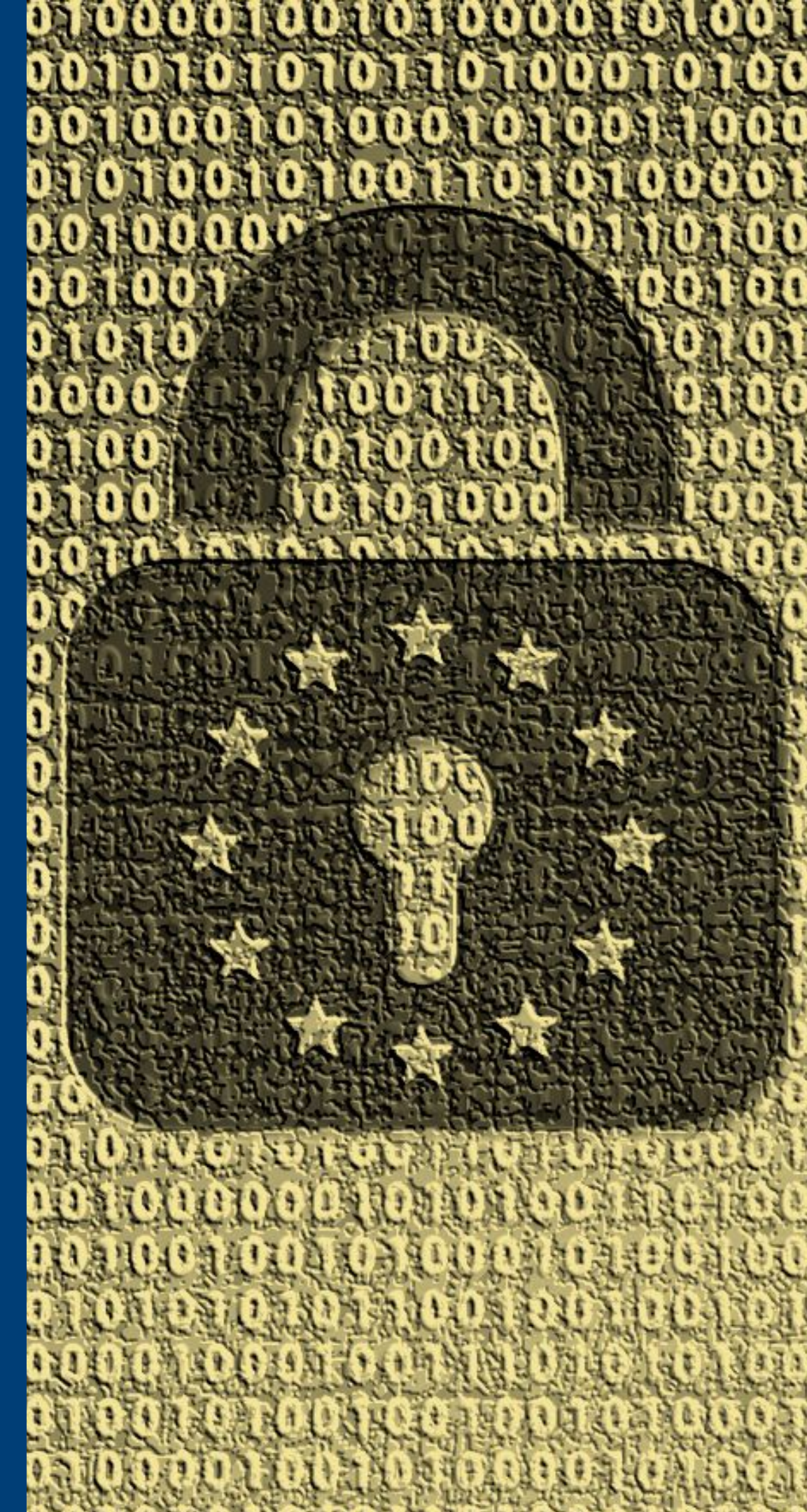## Data Protection

As an invigilator for UCD, you represent the university

You must follow GDPR rules for all data processing

GDPR requires these data protection principles:

- Process data in a fair & transparent way

- Only use the data for the expected purpose

- Don't process more data than necessary

- Make sure the data processed is correct

- Only keep the data for as long as necessary

- Keep the data safe and secure

- Only disclose the data on need-to-know basis

What data do you encounter as supervisor?

- Student name

- Student number

- Student card

- Completed exam scripts

NO PHOTOGRAPH

To protect personal privacy DO NOT:

Remove any personal data from the exam hall

Take photos or videos of:

- any students

- any staff

- any other supervisors

- any exam materials

- completed exam scripts

- MCQs

What if a student asks to see their personal data?

Speak to the Invigilator in Charge (IIC), but do not make any commitments on behalf of UCD as to what they will be entitled to access.

Useful links

https://www.ucd.ie/gdpr/

UCD REGISTRY

CLÁRLANN UCD

UCD Registry

Tierney Building

University College Dublin

Belfield

Dublin 4

www.ucd.ie/registry