



Assessment GDPR

Privacy Statement for Invigilators

This privacy statement describes the processing of invigilators' personal data that is carried out by UCD to facilitate the management of examinations in line with the requirements of the Academic Regulations. The information we hold and process will be used for management and administrative purposes only to enable us to manage our relationship with invigilators effectively and lawfully whilst they are working with us and after their duties have been completed. This statement explains how UCD collects and uses (processes) personal data relating to invigilators, what rights the invigilator has to that data, and who to contact should the invigilator have a query or complaint. This privacy statement is not intended to cover all personal data processing at UCD, and data processing activities may be dealt with under separate privacy statements.

Please read this statement carefully. It contains important information on how and why we collect, store, use, and share personal data. We will update these pages occasionally, so please re-read them regularly.

About this Statement

University College Dublin ("UCD") is committed to protecting the privacy and security of personal data.

Throughout this statement, "University", "we", "our", and "us" refer to UCD; "you" and "your" refer to those whose data we process because they were or are employed by the University.

UCD collects, uses, and is responsible for certain personal data. This is known as "processing". When we do so, we are regulated under data protection legislation, and we are responsible as the "data controller" of that personal data for the purposes of those laws. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). Under data protection legislation, there is also 'special category' personal data, which is more sensitive personal data. This includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data.

Information we hold about you

UCD holds personal data on all appointed Invigilators, including:

- **Personal Identifiers & Biographical Information** (Staff Number, Name, Title)
- **Contact Details** (updateable as needed)
- **PPS Number** (if applicable)
- **Email Address(es)**
- **Bank Account & Sort Code** (for payment purposes)

- **Application Form**
- **Residency/Citizenship Status** (to confirm work eligibility in Ireland)

UCD will store all Invigilator applications for 1 year after submission for consideration for the next exam session. Applications have the right to remove their data at any time during this period.

How we obtain your information

We will collect personal information through your application form.

How and why we use your personal data

The University will process your personal information for a range of purposes, including the following:

- **To assess your nomination as an invigilator.**
- **To verify your right to work in Ireland.**
- **To support your role and compliance with regulations.**
- **To process payment for your work.**
- **To conduct surveys for process improvement.**

Sharing personal data

Your personal information is shared securely and only as permitted or required by law with relevant external organisations, including:

- Government departments, such as Revenue
- Auditors, when necessary

Retention

When we determine how long we keep your information, we consider many factors, such as legal, reporting, and accounting requirements.

Your rights

You have a number of rights regarding access to and control of your personal data, including:

Right of Access:

You have the right to know what type of personal data UCD holds about you and to obtain a copy of this data.

Right of Erasure:

Under certain circumstances, GDPR allows you to have personal data erased. We will assess whether it is possible to implement such a request.

Right to Object:

Under certain circumstances, you can object to the processing of your personal data.

Right to Portability:

You have the right to request that we provide elements of your data in a commonly used, machine-readable format.

Right to Rectification:

You have the right to have any inaccurate personal data which we hold about you updated or corrected.

Right to Restriction:

You have the right to block the processing of your personal data in certain circumstances. We will assess whether it is possible to implement such a request.

If you wish to request any of the above, including a Subject Access Request, please go to the [GDPR website](#), where you will find a link to our Subject Access Request Form and the relevant mailbox address for data protection-related requests.

Changes to this Statement

We regularly review our privacy information to ensure that it remains accurate and current. We will include the effective date on each version of this statement that we issue.

This Privacy Statement was last updated on 28 February 2025.

Queries or Complaints

UCD's data protection contact information, including where to send Subject Access and similar requests, are available on the [GDPR web page](#).

If you have any questions about this statement or wish to lodge a complaint about how UCD processes your personal data, please contact our Data Protection Officer (DPO) at gdpr@ucd.ie

You also have the right to lodge a complaint at any time to the Data Protection Commission, Ireland's supervisory authority for data protection.

Details of how to lodge a complaint can be found on the [Data Protection Commission's website](#)