



## **UCD Estate Services Privacy Notice - Campus Operations**

### **Introduction**

This privacy notice explains how and why your personal data is used as part of Campus Operations within Estate Services.

To ensure the safe and smooth 365 24/7 operation of the University's estate portfolio, the Campus Operations team actively manages normal campus operations, with a focus on critical and urgent issues, including incidents and incident response, across the campus(es). This includes ensuring that operational quality standards are set, achieved, and maintained to the benefit of the University community. This multi-disciplinary team comprises Campus Duty Managers, Security Officers and CCTV Control Room Operatives.

### **Who are we?**

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for Estate Services. You can contact us via email, [estates@ucd.ie](mailto:estates@ucd.ie) or by phone, (01) 716 7000.

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 do we collect and process the information and for how long do we keep it?**

We collect your personal data to facilitate the delivery of Campus Operations services and incident report logging, particularly incident or emergency response, on the basis of legitimate interest and on some occasions, vital interest. The vital interest would apply in emergency situations such as when the data subject/person is unconscious, sharing information with emergency services and incidents involving medical and healthcare situations; in these scenarios your personal data will be processed by us.

We will collect the following types of personal data:

- Your name
- Your phone number
- Your residence address
- Your email address

Depending on the nature of the incident we are supporting you with, we may ask for and collect other personal data, such as:

- Your date of birth
- Your health status and whether you are taking any medication
- Proof of ownership of your private property e.g. a bicycle invoice
- Vehicle registration

We will keep your data for a period of two years, after this time has expired, we will no longer keep your personal data and pseudo anonymise the reports.

Your data is securely stored electronically in the Estate Services integrated workplace management system. We fully respect your right to privacy and treat all personal information with the appropriate standards of security and confidentiality, strictly in accordance with the GDPR.

### **Who has access to the information and who do we share it with?**

The personal data collected from you will be accessed by Estate Services, the Safety Insurance Operational Risk and Compliance (SIRC) Office or other UCD units, strictly only where required in the fulfilment of their function.

We will share the data collected with or supplied to An Garda Síochána (or other law enforcement body) when required. We will also share the data collected with other emergency services providers as necessary.

Third party agency engaged by the University to carry out an investigation under the University's policies and codes, including the Student Code of Conduct, Disciplinary Statute and the UCD Residences Licence to Reside.

### **What are your rights?**

- The right to access

- The right to rectification
- The right to withdraw consent
- The right to erasure
- The right to restrict processing
- The right to object to processing

If you wish to exercise any of your rights listed above, you can do so by contacting UCD Estates Services using the contact information listed at the start of this Privacy Notice.

If you have concerns about your rights as a participant, you can contact the UCD DPO by email [gdpr@ucd.ie](mailto:gdpr@ucd.ie).

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

You can access UCD's Privacy Notices at <https://www.ucd.ie/privacy/>. This specific privacy notice is to provide you with further information on Campus Operations within UCD Estate Services.

<b>Document Control</b>		
<b>Version</b>	<b>Date</b>	<b>Description</b>
1.1	11/04/2023	First version, published