

Data Protection Privacy Summary

1. CTC (Business) ID:

ABC CTC.

2. Contact details for the CTC and Data Controller (Employer):

ABC CTC is the data controller and be contact on XYZ

3. Reasons for collecting data:

The personal data which we collect is used for the following reasons;

HR/Revenue/Pension/SIPTU/ Funder requirements to fund CTC/Budgetary purposes

4. Uses to which it will be put:

It is necessary to process personal data you provide in connection with your employment with ABC CTC. By providing your personal data, you acknowledge that such personal data may be processed for those purposes, including:

- A. To contact you about your employment with ABC CTC.
- B. Maintenance of your employee records to include;
HR/Revenue/Funder/DEASP/Pension Provider/Insurance/SIPTU.
- C. To comply with funder monitoring and reporting requirements.

Each of the data controllers listed above undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use.

- D. The data held on your HR records will be disclosed to relevant staff of the relevant data controllers and the FET programme funder on a need-to-know basis. All relevant staff are made aware of the procedures they must follow to ensure your data is appropriately protected. It may also be made available to affiliated entities, agents, service providers, advisers and data processors and other Governmental, regulatory and/or public sector bodies.

5. To whom the data will be disclosed:

We may share your information with:

- your authorised representatives
- third parties with whom: (i) we need to share your information to facilitate transactions you have requested, and (ii) you ask us to share your information
- service providers who provide us with support services;
- statutory and regulatory bodies (including central and local government) and law enforcement authorities;
- credit reference/rating agencies; and
- third parties in connection with persons making an enquiry or complaint; debt collection agencies, budgeting and advice agencies, tracing agencies, receivers, liquidators, examiners, Official Assignee for Bankruptcy and equivalent in other jurisdictions;
- trade associations and professional bodies, non-statutory bodies and members of trade associations;
- pension fund administrators, and pensions trustees insurers/re-insurers, insurance bureaus;
- healthcare professionals and medical consultants;

6. Whether it will be transferred outside the EU:

Not Applicable.

7. Legal basis for processing the data:

Revenue & DEASP/Employment Law/Contract with Funder
GDPR/Garda Vetting/Legal Obligation (e.g. court order/maintenance)

8. Period for which data will be stored or the criteria used to determine retention periods:

We will keep your personal data for the purposes of on-going administration, audit, and review, but only for as long as is necessary to meet the purposes for data retention as set out in our Data Protection Policies & Procedures document. Each data controller listed above, will retain personal data according to its own Data Protection policy.

9. Where the processing is based on legitimate interests, the legitimate interests concerned are:

We use, and share, your data where:

- you have agreed or explicitly consented to the using of your data in a specific way (you may withdraw your consent at any time);
- use is necessary in relation to a service or a contract that you have entered into or because you have asked for something to be done so you can enter into a contract;
- use is necessary because we have to comply with a legal obligation;
- use is necessary to protect your “vital interests” in exceptional circumstances;
- use is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- use for our legitimate interests such as managing our business including providing service information, training and quality assurance and strategic planning;

10. Where the processing is required for statutory/contractual reasons and the consequences for the staff member (individual) of not providing it:

If you do not provide information we may not be able to:

- provide requested services to you;
- to continue to provide and/or renew existing services

We will tell you when we ask for information which is not a contractual requirement or is not needed to comply with our legal obligations.

11. If the staff member (data subject) will be subjected to automated decision making:

Not Applicable.

12. The rights of staff member under GDPR:

Your rights will be set out in our Data Protection Policies & Procedures document.