



## Irish Social Science Data Archive

### Privacy Notice for End Users and Data Depositors

The Irish Social Science Data Archive (ISSDA) is Ireland's centre for quantitative data acquisition, preservation, and dissemination. Based at UCD Library, its mission is to ensure wide access to quantitative datasets in the social sciences, and to advance the promotion of international comparative studies of the Irish economy and Irish society.

#### Introduction

ISSDA collects and processes personal data (information) about its Depositors and Registered End Users. This personal data is received by ISSDA directly from the person by way of a Depositor License<sup>1</sup>, Registered End User License<sup>2</sup> ("Agreements") or Confirmation of Data Destruction Form<sup>3</sup>. These Agreements, made between the Depositor or Registered End User and ISSDA, permit ISSDA to process the Data Collection and grant access to the Registered End User to use the Data Collection. ISSDA is part of University College Dublin (UCD). In the context of managing the administration of the data archive, ISSDA acts as Data Controller for Depositors and Registered End Users personal data. In the context of providing access to quantitative dataset in the social sciences, ISSDA acts as Data Processor operating on behalf of, and following the instructions of its Depositors.

The reasons for collecting personal data relating to applicants are to allow for the administration of data delivery and data deposit. The terms of the End User Licence also permit ISSDA to submit details of the End User and their research for statistical purposes to the original data creator or depositor.

Data Protection law safeguards the privacy rights of individuals in relation to all activities involving their personal data including the collection, storage, handling, disclosure and other use of their personal data. The Data Protection Act 2018 and General Data Protection Regulation 2016/679 ("GDPR"), collectively referred to as "Data Protection Legislation" confer rights on individuals as well as responsibilities on those persons processing personal data.

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<sup>1</sup> ISSDA Deposit Licence Agreement for Restricted Access Datasets <https://www.ucd.ie/issda/aboutus/policy/>

<sup>2</sup> ISSDA Data Request Form for Research Purposes and End User Licence & ISSDA Data Request Form for Teaching Purposes and End User Licence <https://www.ucd.ie/issda/aboutus/policy/>

<sup>3</sup> Confirmation of Data Destruction Form <https://www.ucd.ie/issda/aboutus/policy/>

## Purpose of this Privacy Notice

This privacy notice is a statement of ISSDA's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Legislation.

## Definitions

“Anonymised Data”	shall mean data that has been irreversibly rendered anonymous in such a way that the Data Subject is no longer directly or indirectly identifiable.
“Data Collection”	The material to be provided by the Depositor under the title in the Data Depositor Forms (available on <a href="http://www.ucd.ie/issda">www.ucd.ie/issda</a> ) under the terms and conditions of this Agreement. The term “dataset” or “study” may be used in some Archive documentation to mean Data Collection.
“Data Controller”	The natural or legal person, public authority, agency or any other body which alone, or jointly with others, determines the purposes and means for the processing of Personal Data.
“Data Processor”	The natural or legal person, public authority, agency or any other body which processes Personal Data on behalf of the Controller.
“Data Protection Legislation”	The Data Protection Acts 1988-2018, The General Data Protection Regulation 2016/679 (“GDPR”), as amended or replaced, and any other and all Irish and European Union (with direct effect) laws and regulations relating to processing of Personal Data and privacy, including where applicable, the guidance and codes of practice issued by the Data Protection Commission (DPC).
“Depositor”	Person(s) or organisation(s) depositing the data collection to ISSDA.
“Personal Data”	Any information relating to an identified or identifiable natural person (data subject) as defined by Article 4 of the General Data Protection Regulation (2016/679).
“Research Purposes”	Use of the Data Collection for research purposes (not for Commercial purposes).
“Registered End User”	A person or persons who have registered with the ISSDA and have agreed to the terms and conditions of the ISSDA End User Licence.
“Teaching Purposes”	Use of the Data Collection for educational purposes (not for Commercial Purposes).

## Data Protection Principles

ISSDA undertakes to perform its responsibilities under the legislation in accordance with the Data Protection Principles outlined in the GDPR, and will respect:

*Lawfulness, fairness, and transparency*

ISSDA obtains and processes personal data fairly and in accordance with its statutory and other legal obligations.

#### *Purpose Limitation*

ISSDA keeps personal data for the administration of data delivery and for tracking compliance with the terms of ISSDA's End User Licence in the case of a breach as outlined in Clause 12. Personal data will only be processed in a manner compatible with these purposes. Additionally, the terms of the End User Licence also permit ISSDA to submit details of the End User's research for statistical purposes to the original data creator or depositor.

#### *Data Minimisation*

ISSDA only uses and discloses personal data in circumstances that are necessary for the purposes of which it collects and keeps the data.

#### *Accuracy*

ISSDA operates procedures that ensure high levels of data accuracy, completeness and consistency. Should End Users or Data Depositors request changes to their personal information, for example a change in email address, this is facilitated in a timely manner.

#### *Storage Limitation*

ISSDA retain the personal information of Data creators or depositors for the length of time the dataset is retained by the ISSDA. If the dataset is removed from the archive all personal information relating to that dataset is destroyed.

ISSDA retain personal information of End users for a maximum of 5 years. This is the maximum length of time that End Users are permitted to access the data. Digital data are deleted after a period of 5 years and physical End User Licences are shredded after a period of 5 years. If the Data Collections are needed for a period of time greater than 5 years End Users must re-apply for that Data Collection as outlined in the End User Licence. ISSDA retains copies of the Confirmation of Data Destruction Forms for one year, after this they are deleted.

#### *Integrity and Confidentiality*

ISSDA takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of data and against accidental loss or destruction. Data and End User Licences are stored on an institutional drive which is protected by multi factor authentication. For pre-2020 records covered by the 5 year data retention period, the End User Licences are held physically in a secure location and the data is stored in an internal password protected database. A back-up procedure is also in place.

Security of your deposited data is important to the ISSDA. Having regard to the state of technological development, the cost of implementing such measures, and the nature, scope, context and purposes of the processing, ISSDA have in place appropriate technical and organizational security measures (encrypted, password protected, institutional machines and email) in order to:

- *prevent:*
  - a. *unauthorized or unlawful processing of personal data; and*
  - b. *the accidental loss or destruction of, or damage to, personal data*
- *ensure a level of security appropriate to:*

- a. *the harm that might result from such unauthorized or unlawful processing or accidental loss, destruction or damage; and*
- b. *the nature of the personal data to be protected.*

## **Data Subject Rights**

Depositors and Registered End Users have the following rights:

- The right to data access
- The right to rectification
- The right to erasure (to be forgotten)
- The right to restrict processing
- The right to object to processing
- The right to data portability
- The right not to be evaluated on the basis of automated processing, including profiling

To exercise these rights contact: [issda@ucd.ie](mailto:issda@ucd.ie)

If you have concerns about your rights, 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/>

## **Review**

This Policy will be reviewed regularly in light of any legislative or other relevant developments.