



PRIVACY NOTICE

This is a statement of the practices of Trinity College Dublin, The University of Dublin (the "**University**") of College Green, Dublin 2, Ireland in connection with the capture of personal data relating to your application to the '**TCD-25-C2098 – Multi-Supplier Framework for Commercial Carpet Cleaning Services for Trinity College Dublin, the University of Dublin**' (the "**Procurement process**") and the steps taken by the University to respect your privacy.

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 with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. Personal data will be processed shall in accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018.

How we collect your personal data?

The data we collect from you will be used by the University only in accordance with the purposes outlined in this privacy notice. We will collect personal data in your application to the Procurement process.

The data collected in this form will be shared within the University for the purposes of evaluating your application to the Procurement process. We will collect the following personal data:

- Personal details and contact details;
- CV's (including career history, qualifications, references etc.); and
- Any other personal data as may be identified by the University as being required for the application.

The purpose and legal basis for collecting your data

The data we collect about you will be used for the purposes of evaluating your application to the Procurement process.

The University will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection. For the purposes outlined in this privacy notice your personal data will be processed pursuant to Article 6(1)(b) of GDPR, on the basis that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

How we store and secure your data

Any data we collect from you will be stored confidentially and securely as required by the University Information Security Policy. The University is committed to ensuring all accesses to, uses of, and processing of University data is performed in a secure manner.

In keeping with the data protection principles we will only store your data for as long as is necessary. When we store your personal data on our systems the data will be stored either on the University premises or on secure IT platforms within the EEA which are also subject to European data protection requirements. Where data is stored outside the EEA we will ensure that adequate safeguards are in place in accordance with GDPR.

Details of third parties with whom we share personal data

The University will share your data with third parties where necessary for purposes of the processing outlined here.

When we share your data with the third parties the University will ensure that the data is only processed according to our specific instructions and that the same standards of confidentiality and security are maintained. Once the processing of the data is complete any third parties with whom data was shared will be required to return the data to the University save where they are required to retain it by law.

What are your rights?

You have the following rights over the way we process your personal data.

Right of Access

You have the right to request a copy of the personal data we are processing about you and to exercise that right easily and at reasonable intervals.

Consent

You have the right to withdraw your consent where that is the legal basis of our processing.

Rectification

You have the right to have inaccuracies in personal data that we hold about you rectified.

Erasure

You have the right to have your personal data deleted where we no longer have any justification for retaining it subject to exemptions such as the use of pseudonymised data for scientific research.

Object

You have the right to object to processing your personal data if:

- We have processed your data based on a legitimate interest or for the exercise of the public tasks of the University if you believe the processing to be disproportionate or unfair to you.
- The personal data was processed for the purposes of direct marketing or profiling related to direct marketing.

- We have processed the personal data for scientific or historical research purposes or statistical purposes unless the processing is necessary for the performance of a task carried out for reasons of public interest.

Restriction

You have the right to restrict the processing of your personal data if:

- You are contesting the accuracy of the personal data;
- The personal data was processed unlawfully;
- You need to prevent the erasure of the personal data in order to comply with legal obligations;
- You have objected to the processing of the personal data and wish to restrict the processing until a legal basis for continued processing has been verified.

Portability

Where it is technically feasible you have the right to have a readily accessible machine readable copy of your data transferred or moved to another data controller where we are processing your data based on your consent and if that processing is carried out by automated means.

Contact

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights please contact the Data Protection Officer at dataprotection@tcd.ie.

If you wish to make a complaint or escalate an issue relating to your rights you can contact the Data Protection Officer at dataprotection@tcd.ie.

Finally if you are not satisfied with the information we have provided to you in relation to the processing of your data or you can also make a complaint to the Data Protection Commissioner via the link in their website [Making a Complaint to the DPC](#).