

HEA Data Privacy Notice- HEA COVID-19 Questionnaire for Visitors

What is personal data and what is a personal data processing operation?

Personal data shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal data processing operations can be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Short description of the processing activity

The HEA requires all visitors to its offices to complete the HEA COVID-19 Questionnaire for Visitors, to help stop the spread of Covid-19 and ensure a safe and healthy workplace.

Who is the Data Controller?

The HEA is the Data Controller.

What personal data is collected?

Name, data relating to health (special category data).

Who has access to the personal data of data subjects and to whom can they be disclosed?

Only authorised staff in HR and Corporate Affairs will have access to this data. It will not be shared externally or outside these sections of the HEA. No hard copies of forms will be produced or kept.

Where did we get your personal data?

Data is provided by the data subject directly through the form.

What is the purpose and legal basis for processing your personal data?

The HEA collects this data for the purpose of contact tracing, to ensure a healthy and safe workplace for staff and helping to stop the spread of Covid 19. Only the minimum amount of data will be collected and retained for the purpose identified and used only in a way that is necessary and relevant.

The legal basis for collecting this data is Article 6(1)(e) and Article 9(2)(i) GDPR. This arises from the HEA's obligation under the Safety, Health and Welfare at Work Act 2005 to ensure a safe and healthy workplace.

How long will we retain your data?

Data will only be retained for a maximum of one month, in line with current public health guidance.

What are your rights regarding your data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal. Your request to exercise one of the above rights will be dealt with without undue delay and in any case within one month.

We will never use automated decision making on your personal data.

Contact details for enquiries regarding your personal data

Please contact dataprotection@hea.ie for any queries.

You have the right to lodge a complaint with the Data Protection Commission (dataprotection.ie)