



NATIONAL SHARED SERVICES OFFICE (NSSO)

EMPLOYEE PRIVACY STATEMENT

Change History

Document Name	Employee Privacy Statement
Date Created	24/05/2018
Document Owner	NSSO Information Governance Team - AP Gráinne NicDhonnacha

Version Control

Date of Edit	Version No. (after edit)	Editor	Description of Change e.g. page no. /Summary of changes made.
28/05/2018	V3	HRSS IGT	Updating Employee Privacy Statement to reflect GDPR compliance

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1. Background

1.1. The National Shared Services Office (NSSO) is committed to protecting your privacy and processing your information in a fair and secure manner. The NSSO is committed to fulfilling its obligations under the [General Data Protection Regulation \(GDPR\)](#).

PLEASE NOTE: This Privacy Statement applies to all personal data collected by the NSSO.

The NSSO is a Shared Services provider for HR, Pensions and Payroll administration for the Government Departments and Public Service Bodies [PSBs] it serves.

1.2. For HR this means that all the routine administration - such as processing annual leave, completing the 'paperwork' for sick leave, providing reports on absence, calculating promotion or pension entitlement, etc.

1.3. The same applies for Payroll Shared Services: the NSSO processes the payroll, and issues salary and pension payments for all its customers, as well as issuing P60s, tax certificates, travel and subsistence administration and related functions.

1.4. Some of the finance functions carried out within each PSB will soon migrate to a new Finance Shared Services [FSS]. The new FSS will carry out financial activity common to all PSBs, such as invoice processing and payments, and will standardise processes, systems and reporting, increasing the time PSBs have to focus on reporting and analysis.

1.5. This Privacy Statement should be read in conjunction with our Website Privacy Policy.

2. Your personal information

2.1. The NSSO will not collect any personal information about you except for the purposes of processing and transacting on your behalf. To ensure that we can accurately transact on your behalf, you are asked to ensure that your profile or any personal information you provide or that is provided on your behalf is correct. If you believe your data to be incorrect or inaccurate, please contact us at the details provided and we shall seek to rectify any

discrepancies as quickly as possible. This information is obtained in either electronic or manual formats and is typically provided by you or your Department/Office [Public Service Body], as the Data Controller.

- 2.2. There may be circumstances in which you are required to update your personal data. Please also note it is your responsibility to ensure that the NSSO is aware of your latest contact details. The NSSO cannot assume responsibility for information sent to old or outdated addresses.
- 2.3. Should you wish to request information in relation to this policy or your own data, please contact your Local HR Office.

3. Uses made of your personal information

- 3.1. The NSSO collects information that is necessary to transact on your behalf. The NSSO treats all information as confidential and will use it only for the purpose for which it was provided. In line with Article 9 of GDPR, the NSSO may also use your data for purposes in line with legislative requirements. The NSSO may share data with other Public Service Bodies, if required by law or if required for the furtherance of a contractual agreement. Please note that the NSSO will never use, sell or communicate your information for marketing purposes.
- 3.2. This information will include, but will not be limited to, the following:
 - Name
 - Personal Public Service Number
 - Address
 - Medical information
 - Bank details
 - Information related to parental entitlements
 - Leave request details

4. Security and Breach Management

- 4.1. The NSSO employs physical and technical security measures to ensure the privacy of your data. Staff are also fully trained and aware of their obligations to ensuring the security and privacy of your data. The NSSO processes cases that may require the personal information of individuals under the age of 16. Should you provide this information, please be aware that it shall be retained for no longer than necessary and shall be processed with all relevant security and privacy requirements appropriate under law.

5. Retention of your data

5.1. The NSSO will store your information for no longer than is necessary. The NSSO offers a wide variety of processing services to our client PSBs. Each process will require information to be retained for differing periods of time, as defined in legislation or in fulfilment of a contractual agreement. Personal information may also be retained, in certain circumstances, if required for the defence of a legal claim. Upon reaching the end of the retention period, your data will be disposed of in a secure and timely manner, as required by the GDPR.

6. Access to your data

6.1. You have a right to access the data that is held by the NSSO on your behalf. Should you wish to avail of this right, please contact your relevant Local HR in the first instance. The NSSO will act, upon receipt of the request from your Local HR Office, in accordance with the GDPR to ensure that you obtain your information in a timely manner.

6.2. Should you wish to withdraw consent for the NSSO to process your information, this request must be communicated to your Local HR Office. The NSSO, as data processor, will then act in accordance with the instruction of your Local HR Office, as data controller. It is important to remember that this right is only available to data subjects in certain circumstances and its application is subject to the various exceptions as outlined under GDPR.

7. Automated decisions

7.1. The NSSO processes information at the request and control of our client PSBs. Please note that the NSSO does not use any automated process for decision making purposes related to the outcome of your case.

8. NSSO Data Protection Officer

8.1. If you need any further information, please contact our Data Protection Officer at DPO@nssso.gov.ie

9. Supervisory Authority

9.1. The NSSO is a registered body under the Office of the Data Protection Commission and is regulated, for the purposes of data protection, by that Body. Should you wish to lodge a complaint regarding the NSSO, or if you wish to gain further insight into your rights under GDPR, the Office of the Data Protection Commission's contact details is as follows:

Website: www.dataprotection.ie

Email: Info@dataprotection.ie

Address: Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois

Tel: 1890 252 231

10. Policy review

10.1 The NSSO will change or update this policy as required. Should such changes be made, we will update this page to reflect that. We will also update the "Last Updated" date at the bottom of this policy to indicate that changes have been made. Please check this statement periodically to ensure that you are up to date with the latest changes that may have been made.

Last Updated: May 2018