

NATIONAL SHARED SERVICES OFFICE (NSSO)

WEBSITE PRIVACY AND COOKIE POLICY



Change History

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Version Control

Date of Edit	Version No. (after edit)	Editor	Description of Change e.g. page no. /Summary of changes made.
24/05/2018	V1	HRSS IGT	Created policy.



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1. Overview

The National Shared Services Office (NSSO) is registered as a Data Processor with the Office of the Data Protection Commissioner. NSSO will only process your personal data which is necessary for the performance of the Service Management Agreement with your Local HR.

Outlined below is the NSSO's policy with regard to the privacy of the users of the websites / portals associated with Human Resources Shared Services (HRSS), Payroll Shared Service (PSS) and Financial Shared Services (FSS). By visiting these sites, you are agreeing to the terms of this privacy statement.

The NSSO fully respects your rights to privacy and any personal information relating to your visit to our website / portal will be treated with the highest standard of security and confidentiality, strictly in accordance with requirements under the General Data Protection Regulation (GDPR). These security measures include, but are not limited to, the following:

- The use of encryption to keep your data secure while in transit
- We review our information collection, storage and processing practices, including physical security measures, to prevent unauthorised access to our systems
- We restrict access to personal information to NSSO employees, contractors and agents who need that information in order to process it. Anyone with this access is subject to strict contractual confidentiality obligations and may be disciplined or have their contract terminated if they fail to meet these obligations.

The NSSO is not responsible for the content or privacy practices of other websites.

2. Background

We gather statistical and analytical information collected on an aggregate basis of all visitors to our websites / portals. This non-personal data comprises information that cannot be used to identify or contact you, such as:

- Time of visit to websites
- The previous website address from which the visitor reached us, including any search terms used.
- Clickstream data, which shows the traffic of visitors around this website (for example pages accessed and documents downloaded)



The IP address of a visitor to our websites / portals is recorded as part of this statistical data. No attempt whatsoever is made by the NSSO to link this IP address to any other information that may allow us to identify any individual visiting our websites. The data gathered in aggregate form from visitors to our websites helps us to get a better understanding of the areas of interest to our visitors and to better design and organise our websites / portals.

3. Links

The NSSO's websites / portals contains links to other sites. We are not responsible for the privacy standards of other websites. We encourage you to be aware of this when you leave our sites. This privacy statement relates only to the privacy practices in connection with NSSO's own websites.

4. Cookies

Cookies are small pieces of information, stored in simple text files, placed on your computer by a website. Some cookies can be read by the website on your subsequent visits. The information stored in a cookie may relate to your browsing habits on the webpage, or a unique identification number so that the website can 'remember' you on your return visit. Other cookies are deleted when you close your browser and only relate to the working of the website. Generally speaking, cookies do not contain personal information from which you can be identified, unless you have furnished such information to the website.

Cookies are in a number of places on this website.

- When you first visit this website, you will see a message informing you about cookies. If you click the 'Hide this message' button, a cookie will be set which records your preference.
- This website uses Google Custom Search to provide the site's search functionality. Google may set cookies when you use the search function. You can find Google's privacy policy here: www.google.com/policies/privacy/.
- Cookies from Google may also be set when Google Maps are displayed on this website.

Most browsers allow you to turn off cookies or to customise your settings for cookies. To find out how to do this, see the 'Help' menu on your browser.

Please note that if you turn off cookies or change your settings, some features may not work correctly.



5. Changes to this privacy policy

If this privacy policy changes in any way, the NSSO will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information the NSSO collects, how that data is used and under what circumstances, if any, it is shared with other parties.

6. How to contact us

If you require further information regarding our Privacy Statement, you can contact us at:

Adam Egan
Data Protection Officer
National Shared Services Office
Leeson Lane, Dublin 2. D02 TR60
Email: DPO@nssso.gov.ie

Human Resources Shared Services (HRSS)
National Shared Services Office
Block 5, Belfield Office Park, Beech Hill Road, Clonskeagh, Dublin 4. D04 A9P2
Email: dataprotection@PeoplePoint.ie

Payroll Shared Service (PSS)
National Shared Services Office
Aras an tSáile, Renmore, Galway. H91 AN2E
Email: dataprotection@pssc.gov.ie