

Longford and Westmeath Education and Training Board (LWETB) Privacy Notice for Employees, Volunteers, Board and Committee Members

1. Introduction

We are Longford and Westmeath Education and Training Board (LWETB). LWETB provides primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; outdoor education; outreach programmes, specialist programmes, for example, through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies and so forth.

LWETB is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 (“DPA”) and the General Data Protection Regulations (the “GDPR”). The GDPR and the DPA confer rights on individuals regarding their personal data, as well as imposing responsibilities on persons processing personal data, in this case the ETB. For further information, see [section 1] of our Data Processing Policy available at www.lwetb.ie.

2. Why we collect and process your personal data

This Privacy Notice outlines the main elements of LWETB’s Data Processing Policy that relate to the personal data collected and processed by LWETB in relation to its Employees, Volunteers, Board and Committee Members. This notice also applies to those engaged in processing personal data for administrative requirements and/or to fulfil contractual and legal obligations.

3. The personal data we collect and process.

The types of personal data we collect about you may include the following:

Identity	Name, surname, date of birth (DOB), PPSN, gender, marital status, any information which may be provided on documents proving the foregoing, e.g. driving license number or passport number.
Contact Information	Address including Eircode, email address, phone number, emergency contact details.

Employment	Job title and positions, job description, pay scale and scale point, previous employment details and experience, start and end dates of employment, interview assessment, marking and correspondence, record of previous service including correspondence with previous employers, details of training and professional development, probation information, promotions and progress information, resignation letters.
Recruitment	Recruitment information, details of qualification, any professional development courses, any other information given on application forms, references and other information that is part of the application process and appointment process, application forms and CVs.
Financial Details	Bank details, tax and PRSI details.
Teaching Details	Teacher Number, Teaching Council registration information, registration with any other professional or accreditation body
Garda Vetting	Garda vetting application number and vetting outcome.
Leave and Service	Applications for statutory leave, documentation of authorisation for non-statutory payroll deduction, salary claim forms and adjustments.
Superannuation	Superannuation calculations, pension schemes, pension contributions, final pensions benefit calculations, service history, pension adjustment and correspondence.
Images	Photographs, recorded images and CCTV footage.
IR/HR processes	Disciplinary and performance management records, correspondence and meeting records, files relating to hearings and recommendations, protected disclosures and related investigation files.
Internet Usage	LWETB email address, LWETB email address inbox and employee IT usage on employer's Wi-Fi and/or employer-provided devices.
Other	Pension details, IR/HR processes, immigration or work visa information and accident or injury reports.

Special categories of data are those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex-life or sexual orientation. Special categories of data are collected to monitor whether our equal opportunities policies are working and to carry out our obligations as an employer (if applicable). Non-statutory payroll deductions such as Trade Union Membership may be processed where employees have given authorisation to do so.

For further information, please see [section 2] of our Data Processing Policy available at www.lwetb.ie.

LWETB uses Microsoft Copilot and Copilot Chat, AI-enabled productivity tools within Microsoft 365, to support staff with drafting, summarising and managing work-related content. Copilot only accesses data that users are already authorised to access and does not use LWETB data to train public AI models. Personal data is processed in accordance with GDPR, LWETB policies, and Microsoft's contractual data protection obligations.

4. How we use your personal data.

LWETB processes your personal data for the purposes associated with the administration of the relationship between the employee/volunteer/Board/Committee Member and LWETB and also to fulfil contractual and legal obligations. We may use your personal data for the following purposes:

- running an efficient service
- complying with our obligations as an employer
- for recruitment and appointments
- allocating resources to our education centres
- monitoring the effectiveness of our equal opportunities policies
- to discharge our duties to other staff and students
- complying with our statutory reporting obligations to government bodies and EU funding bodies, and
- resolving disputes and defending litigation, among others.

Please note that the above is not an exhaustive list. For further information refer to [Section 3] of our Data Processing Policy available at www.lwetb.ie.

5. Legal bases for processing your personal data.

The legal basis for LWETB processing your personal data is that such processing is necessary for and connected with the performance of its statutory objects and functions, under the Education and Training Boards Act 2013, the Education Act 1998 and other relevant legislation and where processing is necessary for LWETB to perform a task in the public interest or in the exercise of official authority vested in LWETB. For more information please see [Section 2] of our Data Processing Policy available at www.lwetb.ie.

6. Third parties with whom we may share your personal data.

Your personal data is held securely by LWETB and the processing of your personal data is restricted to LWETB staff members who need your personal data to perform one of the purposes set out in [Section 2] of our Data Processing Policy. LWETB will share your personal data, where necessary and relevant, with the following third parties:

Government Departments	Department of Education & Youth, Department of Social Protection, Department of Further and Higher Education, Research, Innovation and Science, Department of Children, Equality, Disability and Youth.
State of Regulatory Bodies	Revenue Commissioners, Comptroller and Auditor General, TUSLA, An Garda Síochána, HSE, Teaching Council, Health and Safety Authority.
Other	Trade Union (IR/HE issues), Occupational health advisors, Irish Public Bodies (ETB insurance providers), Banks/financial institutions (payment of wages), pension administrators and pension trustees, future employers (references), other providers including IT or cloud service providers, for example, Microsoft, security and legal advisors, Payroll Shared Services (ESBS), ETB Pension Paymaster, ETBI, Public Service Transfer Network, Interview Board Members.

Please note that the above is not an exhaustive list. However, if we share your personal data with any third party not listed above, this is only done where there is a legal basis and/or where we are legally required to. For further information, please see [section 3] of our Data Processing Policy available at www.lwetb.ie.

7. Transfer of your personal data outside of the European Economic Area (EEA).

We do not transfer your personal data to a country outside the EEA. However, certain companies who process personal data on behalf of LWETB may transfer personal data outside the EEA. This processing by certain companies will only be carried out in agreement with LWETB and with the assurance that appropriate safeguarding measures, in line with those required under the GDPR, are in place to protect your personal data. We will inform you if your personal data is to be transferred outside the EEA.

8. Data Retention

We store your personal data for as long as is necessary according to LWETB's Data Retention Schedule. For further information on retention periods, please go to [Section 6] of our Data Processing Policy available at www.lwetb.ie.

9. Your Rights.

Data Protection legislation provides you with the following rights:

- To complain to the Data Protection Commission.
- To receive a copy or access the personal data that LWETB holds about you, together with other information about our processing of your personal data.
- To request that any inaccurate data that is held about you is corrected and incomplete data updated.
- To request that we erase your personal data.
- To request that we no longer process your personal data for specific purposes, or to object to our use of your personal data or the way in which we process it.
- To transfer your personal data to another organisation.
- To object to automated decision making or profiling.

For further information, please see [section 2] of our Data Processing Policy available at www.lwetb.ie or contact our Data Protection Officer (see below).

10. How to Contact Us.

If you have questions about the way in which we process your personal data and/or wish to exercise any of your rights set out above, please contact our Data Protection Officer at dp@lwetb.ie , or alternatively telephone 044 9348389.