

A World Leading SFI Research Centre



# General Data Protection Summary



# SSPC

SYNTHESIS AND SOLID STATE PHARMACEUTICAL CENTRE

Innovation Through Collaboration



# How we protect and manage your personal data

This document is available to SSPC stakeholders as a guide to understanding how the centre collects, manages and shares the personal data obtained in the course of the research centre programme and related activities. **Personal data is any information which relates to a living individual who is identifiable either from the data itself or from the data in conjunction with other information held by the SSPC or its partners. This can include one or more factors related to a person's physical, physiological, mental, economic, cultural or social identity. Data is information that can be processed either electronically or in paper form.** In accordance with new EU regulations that will come into effect 25 May 2018, the centre will comply with guidelines and obligations set forth under these new rules. The General Data Protection Regulation (GDPR) will give you greater control over your personal information, including a right to object to processing this information in the course of research centre-related activities.

**This is a summary document only.** Further information on the new regulations and your rights related to personal information can be found on the GDPR Commissioner's website:

<https://www.dataprotection.ie/docs/GDPR/1623.htm>

# The information we collect about you

In carrying out the work and obligations of the research centre, we will hold:

- Official email addresses
- Names
- Research group affiliations
- Work phone numbers
- Financial information (including but not limited to purchases orders, invoices, financial spreadsheets, expenditure reports, salary/stipend details, in-kind reports and supporting documentation)
- Information about you that you have consented to us using for reporting purposes or for general communication about events, opportunities and activities related to the research programme or other SSPC-led activities.
- Other information such as CVs, funding history, academic and non-academic collaborations, education and employment history, industry-placement reviews, project reviews and research proposals, both successful and unsuccessful
- Information provided on the SESAME reporting portal
- Newsletter contributions and photos for publicity purposes to general audiences
- Project meeting attendance record and registration (using Eventbrite or similar platform).

# How we use the information and the legal basis

We use and share your data where:

- You explicitly give consent to do so by email, verbal or contractual means. You may withdraw this consent at any time.
- Use of personal data (i) is necessary for the SSPC to carry its contractual obligations set forth in the SFI Terms and Conditions, the SSPC Consortium Agreement, and/or employment contracts (ii) is necessary to comply with a legal obligation, including government, regulatory or law enforcement bodies;

## Parties with access to personal data

In the course of the research programme, we may share your data with:

- Your authorized representatives, including supervisors and project leaders
- Industry partners for the purpose of identifying suitable training and research opportunities and for logistical purposes of conducting project meetings
- HR, finance, research office, TTO representatives and SSPC's partnering institutions, and SSPC operations team members for the purpose of reporting and validating information we receive from you or third parties regarding the research programme and/or related activities.
- Funding bodies such as Science Foundation Ireland, Enterprise Ireland and other international bodies or individuals by whom funding proposals are reviewed or evaluated. **This includes instances where data is shared outside the EEA.**

## How long we retain your data

In accordance with SFI's terms and conditions, SSPC will hold all financial, technical and administrative data for the duration of a given funding award + 10 years.

## Implications of not providing your data or consenting to its collection

If you do not provide authorization to collect or share your personal data, we may not be able to:

- Inform you about SSPC activities, meetings, funding opportunities, networking events, training sessions, internships or job opportunities within the community/centre
- Include your contributions to the research programme in reports to third parties, including SFI

## Your information rights, including the right to object to data uses

From 25 May 2018, you will have several enhanced rights:

- To find out if we use your information and request a copy of your information
- Have inaccurate information updated/corrected
- Object to particular use of your information for our legitimate purposes
- In certain circumstances, have your personal data deleted or our use restricted
- Exercise the right to data portability
- To withdraw consent at any time where processing is based on consent

# Sharing information for processing outside of the European Economic Area (EEA)

In some cases, the data we collect may be transferred to industry, academic and other stakeholders located outside of the EEA, including to a jurisdiction where the level of protection afforded to personal data is not as high as that in the European Union. These parties may include industry representatives located at international/worldwide sites, those asked to conduct peer-review on SSPC activity, and international funding agencies, such as the National Science Foundation (NSF). In such cases, the data transferred or processed may include official email addresses, social media details, researcher profile/history and CVs.

This data may be shared with these entities or their representatives for the purposes of promoting the SSPC research programme and its objectives, in cooperation with SFI publicity events, and in the course of hosting or attending international conferences or meetings.

## Contact details for GDPR Officers

To exercise any of these rights or to find out more information on the GDPR, you can contact the Data Protection Officer at your relevant institution or the SSPC Operations team:

**SSPC Operations:** [SSPCdataprotection@ul.ie](mailto:SSPCdataprotection@ul.ie)

**University of Limerick:** [dataprotection@ul.ie](mailto:dataprotection@ul.ie)

**University College Cork:** [foi@ucc.ie](mailto:foi@ucc.ie)

**University College Dublin:** [gdpr@ucd.ie](mailto:gdpr@ucd.ie)

**Trinity College Dublin:** [dataprotection@tcd.ie](mailto:dataprotection@tcd.ie)

**Waterford Institute of Technology:** [dataprotection@wit.ie](mailto:dataprotection@wit.ie)

**Dublin City University:** <https://www.dcu.ie/ocoo/data-protection.shtml>.

*Questions for the data protection unit at DCU can be submitted using this link.*



## SSPC Personal Data Consent Form

EXAMPLE FORM ONLY: PLEASE COMPLETE AND SUBMIT  
SEPARATE CONSENT SHEET AND RETAIN SUMMARY FOR YOUR RECORDS

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Institution/Company: \_\_\_\_\_

Project(s): \_\_\_\_\_

Official email we can use to contact you: \_\_\_\_\_

I, \_\_\_\_\_ understand the terms and conditions under which the Synthesis and Solid State Centre (SSPC) and its representatives obtain, manage and share my personal data. I further understand my rights under the GDPR, effective 25 May 2018, and consent to the following processing, use and sharing of my personal data by SSPC and its representatives (select any that apply):

- For reporting to SFI, EI or other governmental agencies to carry out legal obligations outlined in the SSPC Consortium Agreement, HR contracts and/or grant terms and conditions stipulated by the funding body. Specifically, personal data reported in SESAME or SULIS, annual and governance reports, project updates, and financial reports.
  
- For data processing required to complete or verify payroll, expenses, stipends and funding allocations or to report information necessary to submit applications for new or continued funding.
  
- For communications regarding SSPC research or other related activity, including EPE and outreach activities, scheduling of all meetings and reviews, communications with industry partners and their representatives as it relates to the research programme or employment opportunities for research team members.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Consent is voluntary and can be withdrawn at any time.**

From 25 May 2018, you will have several enhanced rights under the GDPR:

- To find out if we use your information and request a copy of your information
- Have inaccurate information updated/corrected
- Object to particular use of your information for our legitimate purposes
- In certain circumstances, have your personal data deleted or our use restricted
- Exercise the right to data portability
- To withdraw consent at any time where processing is based on consent