

certificates, absence records, occupational health referrals, medical assessments, correspondence with the staff member and clinicians, any documentation regarding reasonable accommodation, correspondence re retirement on ill-health grounds, and other records documenting the operation of the public-service sick pay scheme.

- 3.23 Pension administrators, companies offering Additional Voluntary Contribution (AVC) pension products (where relevant), financial organisations offering income continuity policies (where relevant):** for any occupational pension scheme to be operated, transfers of service executed, contributions to be remitted and pension benefits paid and the implementation of family law pension adjustment orders etc. If the employee is participating in an AVC or income-continuity policy and requires the employer to transmit information or remit payments to that entity, the ETB will facilitate same where directed to do so by the employee. Pensions data will also be transferred to the Revenue Commissioners and the Department of Employment Affairs and Social Protection: where required by law.
- 3.24 Trade unions:** staff may be members of recognised unions, and they may wish to be represented by their trade union official (and/or shop steward) in certain IR/HR matters in the workplace. These are dealt with in the relevant workplace policies and sectoral Circulars issued by the Department of Education.
- 3.25 ETBs' insurer and/or legal advisors, including the Legal Services Support Unit, Education and Training Boards Ireland:** the ETB transfers and shares data with its insurers, Irish Public Bodies, and their duly appointed workplace investigators, claims handlers, and legal advisors, pursuant to the ETB's insurance policy. The ETB also shares and transfers personal data to its legal advisors to obtain legal advices and for the taking and defending of legal claims, resolving disputes, and defending, compromising, or otherwise settling litigation.
- 3.26 Payroll Shared Services:** Education Shared Business Services (ESBS) is a stand-alone section that comes under the remit of the Department of Education. Payroll Shared Services is part of the Government's Public Sector Reform Agenda (November 2011) which sets out its commitment to streamlining administrative operations and eliminating duplication through business process improvement and the implementation of shared service models within each sector. ETBs are in the process (2019-2022) of transferring data to ESBS in accordance with a Data Processing Agreement and Memorandum of Understanding/Service Management Agreement.
- 3.27 Financial Shared Services:** when implemented, ETBs will transfer data to ESBS in accordance with a Data Processing Agreement and Memorandum of Understanding/Service Management Agreement.
- 3.28 ETB Pension Paymaster** (National Shared Services Office at time of implementation of this policy): the body that administers the payment of pensions to pensioners. For further information, employees can contact their payroll/HR department.
- 3.29 Service providers to the ETB, (CCTV, security, IT support, payments solutions platforms, direct marketing agencies or printing companies, management information systems for students and learners, plagiarism detection services/software, service providers delivering services to students, e.g. Apps, Tablets etc.):** this data sharing is for the purpose of obtaining appropriate

expertise and support, and to ensure that the ETB is being effectively managed. These service providers are retained pursuant to a detailed written agreement and comply with the instructions of the ETB data controller as set out in a Data Processing Agreement.

3.30 Service providers to the Music Generation Programme: the ETB shares data with service providers to deliver appropriate educational supports to students and to satisfy our duty of care to the student.

3.31 Education and Training Boards Ireland: the ETB shares data with its national representative body, Education and Training Boards Ireland (ETBI) as recognised under section 2 of the Education and Training Boards Act, 2013. ETBI operates pursuant to its Constitution and to collectively represent its member ETBs and promote their interests, as set out in the Education and Training Boards Act 2013.

In addition, ETBI manages and administers a project which will provide the ETBs with access to a database containing information about External Authenticators ("External Authenticator Directory"), any of whom it may contact for the engagement of services. For the purposes of carrying out any activities in relation to the Project which involve the processing of personal data, ETBI and the ETB will be joint controllers and will enter into an agreement in respect of Article 26 GDPR - Controller to Controller Sharing of Personal Data.

3.32 Public Service Transfer Network: where an employee requests a transfer of service to and from the civil service, Garda Síochána, national and secondary teaching sector and the Defence Forces, this scheme permits them to transfer pensionable/reckonable service for the purposes of the superannuation provisions applying to persons employed in a pensionable capacity. The transfer of information to the new employer is at the specific request of the employee. For further information, employees should contact their HR department.

3.33 Revenue Commissioners: For payroll purposes, to remit employers' tax and employees' PRSI, PAYE etc. and other tax deductions to the Revenue Commissioners.

3.34 Members of the public: Section 44(1) of the Data Protection Act 2018 provides that "*personal data contained in a record may be disclosed where a request for access to a record is granted under and in accordance with the Act of 2014 pursuant to an FOI request.*" ETBs are subject to the provisions of the Freedom of Information Act 2014. Therefore, records containing information relating to employees, business dealings, strategy decisions tenderers and suppliers *etc.*, may be released in response to an FOI request and personal information may possibly be contained within these records, notwithstanding the provisions of the 2014 Act relating to personal information exemptions. In line with such exemptions, Kilkenny and Carlow Education and Training Board may consult with suppliers and other third parties before deciding whether or not to release the records in the public interest.

The foregoing is an indicative list of the bodies to whom we transfer data, but it is not an exhaustive list. We will disclose to other third parties (who are not necessarily listed here) where there is a legal basis, and/or where we are legally required to do so.

You can exercise these rights at any time. For further information, please contact our Data Protection Officer.

Section 8: Contact our DPO

Kilkenny and Carlow Education and Training Board has a Data Protection Officer, whose contact details are www.kcetb.ie. If you have any queries, please contact our DPO using these details.

