

## Department of Education and Skills - Record of Processing

### Skills for Growth Project

*(This form contains the information on processing activities as required under Article 30 of the General Data Protection Regulation 679/2016. This form will also be used to meet requirements for transparency under Articles 13 or 14 of the Regulation as appropriate.)*

<b>Ref No.</b>	<i>Number as allocated by the Data Protection Unit when section submits processing activity for registration</i>	Dub 11.1	
<b>Date completed</b>	<i>Enter date completed by the Data Controller</i>	15-Feb-18	
<b>Processing Activity</b>	<i>e.g. name of scheme</i>	Skills for Growth Project	National Skills Strategy 2025 – Government Decision S180/20/10/1886 (25/1/16)
<b>Contacts</b>	<i>Data Controller – PO's name will not appear on the published version of the form</i>	Kathleen Gavin, Skills Planning & Enterprise Engagement Unit, 3 <sup>rd</sup> Floor Block 1, Marlborough Street, Dublin 1.	
	<i>Joint Data Controllers, if applicable</i>	Regional Skills Managers	
	<i>Data Processor if applicable</i>	SLMRU and Skills for Growth Project Officer.	
	<i>Data Protection Officer</i>	Data Protection Officer Department of Education and Skills Cornamaddy Athlone Co. Westmeath <a href="mailto:dpo@education.gov.ie">dpo@education.gov.ie</a> for the Department The RSM would not be required to designate a DPO	
<b>Purpose/s</b>	<i>Specific purpose (1)</i>	To gather information on the nature of employers' needs in terms of filling any current or future job vacancies.	
	<i>Specific purpose (2)</i>	The information provided will assist education and training providers to align course content	

		with the needs of the labour market.	
	<i>Specific purpose (3)</i>	Generating Reports	
	<i>Specific purpose (4)</i>	Generating Mapping	
	Insert lines for more specific purposes, if required. <i>Where it is intended to further process the personal data for a purpose other than that for which the personal data were collected, the Department will provide the data subject/s prior to further processing with information on that other purpose and with any relevant further information.</i>		
<b>Legal Basis</b>	<i>Legal basis (Primary or secondary legislation, administrative scheme, task in the public interest)</i>	All purposes under the National Skills Strategy 2025 which was approved by government decision.	
	<i>Legal basis for purpose 1</i>		
	<i>Legal basis for purpose 2</i>		
	<i>Legal basis for purpose 3</i>		
	<i>Legal basis for purpose 4</i>		
	<i>Where there are more than 4 specific purposes please add additional legal basis as required.</i>		
	<b>Legal basis for Special Categories of personal data</b> (ethnic, racial, religion, trade union membership, genetic, biometric for identity purposes, health, sex life or sexual orientation) or Article 10 data criminal convictions, offences or alleged offences.	n/a	
	<b>Legal basis for disclosure of data/data sharing</b> with an other organisation	n/a	
	<i>Statutory/Contract consequences for data subject of not providing data</i>		
	<i>Where consent is the legal basis the right to withdraw consent must be brought to the attention of the data subject. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.</i>		
<i>Where automated decision-making or profiling is used there is a right to be informed of what is involved and consequences for data subject</i>			

<b>Category of Data Subjects</b>		<ul style="list-style-type: none"> <li>• Current employees of companies surveyed (although personal details not collected).</li> <li>• Companies</li> <li>• Regional Skills Managers</li> </ul>	
<b>Categories of Personal data</b>	<i>Personal data</i>	<ul style="list-style-type: none"> <li>• Employees: No identifiable information.</li> <li>• Companies: Contact details</li> <li>• Regional Skills Managers: Identity and contact details</li> </ul>	
	<i>Special categories of personal data and Article 10 data (Criminal convictions, offences or alleged offences)</i>	n/a	
<b>Source of Data</b>	<i>Where other than the data subject</i>	Companies	
<b>Recipients</b>	<i>Who the data is shared with</i>	Department of Education and Skills SOLAS, (NSC and EI in aggregate form)	
<b>Retention</b>	<i>Provide the retention period or criteria for the data being processed – insert additional lines if more than one retention period for different purposes</i>	Policy records - period of retention is 30 years (Policy – research reports).	
<b>Third Countries</b>	<i>Is the data transmitted to a country outside of the EEA?</i>	n/a	
<b>Security Measures</b>	<i>General description</i>	Access to the data is limited to 9 Regional Skills Managers who conduct the survey and a small number of staff within the Department.	
<b>Data Subject Rights</b>	<i>Details on the 7 rights which data subject have and how a data subject can exercise these rights will be available on a dedicated webpage on the Department's website</i>	<p>Data protection is concerned with the protection of your fundamental right to privacy, and your right to exercise control over how your personal information is used. The <a href="#">Data Protection Commissioner's Office website</a> aims to help you in exercising these rights, by giving you the information you need.</p> <p>The Department's <a href="#">Data Protection Code of Practice</a> sets out the requirements of the Data Protection Acts, the steps to be taken by the Department of Education and Skills</p>	This Data Privacy Statement may be forwarded to Regional Skills Managers for the Questionnaire

		when processing personal data and how the Department will respond to requests for access to personal data.	
<b>FAQ</b>	<i>Where a FAQ has been produced</i>	N/A	
<b>Fair Processing Notice</b>	<i>For some complex activities the section may supplement the Privacy Notice with a more detailed document providing technical and legal information as appropriate.</i>	n/a	

**Kathleen Gavin**

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Signature of designated Data Controller

**20 April 2018**

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Date