PRD Proposal
Data Protection Issues

To: Emer McMahon - Human Resources Office
From: Data Protection Unit (DPU)
Date: August 17th 2020
Purpose: To address data protection issues / queries likely to be posed by staff

Context
On December 5th 2019, the DCU HR Director informed all staff by email that it was the intention of the University to replace the existing paper based Performance Management Development Scheme (PMDS) with a new online Performance Review & Development (PRD) Scheme in Q2 2020, to be known as CoreTalent. In order to address any data protection queries from staff which may arise the DPU has provided this memo that can be shared with interested parties.

Data Protection Queries
1) Purpose of the processing
Central to the development of the Performance Review & Development (PRD) Scheme is the need to meet the development needs of staff, improve performance, enhance quality and promote a culture of continuous improvement. Personal data collected and processed via the online PRD Scheme will support the implementation of the scheme across the University.
(Note: The scheme is not formally linked to any other University policy including for example pay, promotion or disciplinary procedures)

2) Legal bases for processing
There are two legal bases being relied upon by DCU to process the personal data of staff via the PRD Scheme as follows:

a) Contract Performance - Article 6 (1) (b) of GDPR 2016/679
DCU’s standard employment contract contains a data protection clause that allows DCU to process the personal data of staff in relation to their employment. Naturally, a PRD Scheme falls under this definition.

b) For the performance of DCU’s statutory functions in the public interest or in the exercise of official authority vested in the controller – Article 6 (1) (e) of GDPR 2016/679
DCU is a Data Controller and in order to conduct its operations in an efficient & effective manner the processing of personal data related to staff is necessary.

Further information regarding DCU’s policy and practices in relation to the personal data of staff can be found on the Staff Data Processing Notice. Staff may also reference DCU’s Privacy Policy.
3) Access to personal data – Principles to be followed

A) Limited Access
One of the principles of data protection is that access to personal data should be limited to individuals who have a business or operational reason to do so. Accordingly, in the case of the PRD Scheme the personal data held within it will be available for access to the following individuals only:

- Reviewee - the individual who is the subject of the review process
- Reviewer - the appropriate individual in the reviewee’s work area as selected by the Head of Department
- Head of Department - the Senior Manager/Director who heads up the DCU department in which the Reviewee works (e.g. a School, Faculty, Research Centre or Support Unit)
- Member of Senior Management Group responsible for the department
- PRD Administrator within HR who manages the access to CoreTalent
- HR Manager to whom the PRD Administrator reports
- Director of HR of his/her nominee
- President / Deputy President of DCU

B) Management Hierarchy / Line Management
In general, access to the data within CoreTalent will be available only to individuals within the direct line of the PRD hierarchy which will normally be consistent with the management hierarchy e.g. from the Reviewee up to the level of the President. For the avoidance of doubt access will not be permitted (except in exceptional circumstances) across common levels of management to the same data e.g. where a Reviewee works within a particular group in a Unit, and reports to one of the managers within that unit, then other managers within that Unit at the same level will not have access to the same data.

4) Security
All personal data related to the operation of the PRD Scheme will be held within CoreTalent. A HR PRD Administrator will be responsible for ensuring that access to the data follows the principles outlined in 3 above and will liaise with ISS & the software suppliers to ensure that all reasonable security controls are implemented within CoreTalent.

5) Scope of PRD Scheme
The scope of the PRD Scheme extends to all staff who have an employment contract with the University of more than 1 year on duration and are not in probation. For the avoidance of doubt, the scheme will not be applied to any member of staff employed by a Campus Company.

6) Retention of personal data
Personal data within CoreTalent will be held on record by the University for the period of employment of the Reviewee plus 5 years after the Reviewee leaves or retires from the University. The retention period after the employment ceases is under review.
7) Further Queries
Any further queries relating to the administration of personal data within CoreTalent should in the first instance be addressed to HR. Alternatively, staff may also contact the DCU Data Protection Unit at the email address below.

data.protection@dcu.ie

End.