



Privacy Statement: Collection of personal data as part of downloading the Dŵr Uisce Heat Recovery Toolkit

Introduction

This is a statement of the practices of **Dŵr Uisce** '*Distributing our Water Resources: Utilising Integrated, Smart and low-Carbon Energy*', Trinity College Dublin, The University of Dublin (the "University") of College Green, Dublin 2, Ireland in connection with the capture of personal data as part of the downloading of the Heat Recovery Toolkit from <https://www.dwr-uisce.eu/heat-recovery-tool> and the steps taken by the University to respect your privacy.

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679.

The privacy notice explains the following:

- How we collect and use your personal data
- The purpose and legal basis for collecting your personal data
- How we store and secure personal data
- Details of third parties with who we share personal data
- What are your rights?

How we collect your personal data

The data we collect from you will be used by the University only in accordance with the purposes outlined in this privacy notice. We will collect your data in the following manner: email address and the your sector of employment only in electronic form.

The data collected in this form will be shared with the following areas of the University:

Team members of the Dŵr Uisce project team collect email addresses and sector of employment only for statistical purposes in relation to diffusion and utilisation of the tool.

If you have any queries or complaints in relation to the use of your personal data you can contact the Data Protection Officer for the University as follows:

Data Protection Officer

Secretary's Office, Trinity College Dublin,

Dublin 2, Ireland.

dataprotection@tcd.ie

The purpose and legal basis for collecting your data

The data we collect about you will be used as aggregated data for statistical analysis of numbers of entities using the tool and their sectors of employment.

The University will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection. For the purposes outlined in this privacy notice your personal data will be processed on the basis of your consent when filling in the form to download the tool.

The applicable legal bases are:

- *Consent*

How we store and secure your data

Any data we collect from you will be stored confidentially and securely as required by the University Information Security Policy. The University is committed to ensuring all accesses to, uses of, and processing of University data is performed in a secure manner.

In keeping with the data protection principles, we will only store your data for as long as is necessary. For the purposes described here we will store your data until the end of the project on February 28, 2023.

When we store your personal data on our systems the data will be stored either on the University premises or on secure IT platforms within the EEA which are also subject to European data protection requirements.

Details of third parties with whom we share personal data

The University will never share your data with any third parties.

What are your rights?

You have the following rights over the way we process your personal data.

Right of Access

You have the right to request a copy of the personal data we are processing about you and to exercise that right easily and at reasonable intervals.

Consent

You have the right to withdraw your consent where that is the legal basis of our processing.

Rectification

You have the right to have inaccuracies in personal data that we hold about you rectified.

Erasure

You have the right to have your personal data deleted where we no longer have any justification for retaining it subject to exemptions such as the use of pseudonymised data for scientific research.

Object and Restrict

You have the right to object to processing or restrict the processing of your personal data if:

- The processing is based on public interest or in order to pursue a legitimate interest;
- The personal data was processed unlawfully;
- You need the personal data to be deleted in order to comply with a legal obligations;

Portability

Where it is technically feasible you have the right to have a readily accessible machine readable copy of your data transferred or moved to another data controller where we

are processing your data based on your consent and if that processing is carried out by automated means.

Contact

If you have any queries relating to the processing of your personal data for the purpose outlined above, you wish to make a request in relation to your rights or if you wish your email erased from our database, you can contact:

Roberta Bellini, bellinir@tcd.ie

If you wish to make a complaint or escalate an issue relating to your rights, you can contact the Data Protection Officer at dataprotection@tcd.ie .

Finally if you are not satisfied with the information we have provided to you in relation to the processing of your data you can also make a complaint to the Data Protection Commissioner via the link in their website [Making a Complaint to the DPC](#).