

Great Place to Work®

# **Privacy Policy: Data Subjects**

# Data Privacy Statement: Data Subjects

## FAIR PROCESSING NOTICE AND AUTHORISATION

This fair processing notice and Authorisation ("Notice and Authorisation") applies to personal information collected and processed in connection with this survey. "Great Place to Work Ireland", the licensed affiliate of Great Place to Work Institute, Inc. ("Great Place Inc.") in Ireland, is a workplace consulting and training firm that helps companies identify, create and sustain great workplaces through the development of high-trust workplace cultures.

In collaboration with Great Place Inc. and other Great Place Inc. affiliates around the world, Great Place to Work Ireland also evaluates companies for consideration in one or more of our Best Companies to Work For lists. In this Notice and Authorisation, Great Place Inc. and its licensed affiliates around the world, including Great Place to Work Ireland, are collectively referred to as the "Great Place Network".

Your employer has asked Great Place to Work Ireland to assess your workplace and/or to consider your organisation for one or more of our Best Companies to Work For lists. As a result, we are providing your organisation's employees with the included survey. Your responses to the survey are intended to help us understand your perceptions of what makes a great workplace and you're your employer can do to make it better.

You can contact us at any time if you have any questions or to exercise any of your rights described below.

Data Protection Officer  
Great Place to Work Ireland  
Fitzwilliam Hall  
25-27 Fitzwilliam Place  
D02 T292

Email: [IE\\_dataprotectionofficer@greatplacetowork.com](mailto:IE_dataprotectionofficer@greatplacetowork.com)

Phone: 01 678 8438

## PERSONAL INFORMATION PROCESSED IN CONNECTION WITH THE SURVEY

### INFORMATION COLLECTED FROM YOUR EMPLOYER

Your organisation provides us with your e-mail address and/or postal address so that Great Place to Work Ireland can contact you regarding your participation in the survey. In addition, your organisation provides us with limited demographic information about you in order to expedite the survey process and ensure accurate survey results.

Such demographic information may include your gender, hire data, job level or location. If you decide to take the survey, this information will already be included in the survey.

### INFORMATION COLLECTED FROM YOU

If you decide to take the survey, Great Place to Work Ireland collects the survey responses you choose to submit. Except for some limited demographic information, the survey consists solely of open-ended questions regarding your perceptions of what makes a great workplace culture and what [COMPANY] can do to make it better. Once the survey process is complete, [COMPANY] only receives reports and assessments containing de-identified data.

If you take the survey, we remove and delete any information that directly identifies you and/or associates you with your survey responses once the survey process is complete. If you do not take the survey, we will delete any personal information received from your organisation once the survey process is complete.

## PURPOSES OF PROCESSING YOUR INFORMATION AND POTENTIAL USES

We process your survey responses and other personal information described in this Notice and Authorisation for the following purposes and uses:

- Contact you and seek your participation in the survey;
- Assess your organisation's workplace culture, and create reports and assessment regarding your workplace culture and ways to improve it;
- Develop and improve your organisation's workplace culture, policies and procedures;
- Benchmark your organisation's workplace culture against other companies;
- Consider your organisation for one or more of our Best Companies to Work For lists, and potentially recognize your organisation in one of our lists;
- Anonymise and share anonymised survey data with Great Place Inc. for its workplace assessment, research, workplace recognition and publication, benchmarking, training and/or product development purposes;
- Investigate or prevent an actual or suspected crime or injury to ourselves or others; and

- Respond to a request from law enforcement authorities or other government officials, or as otherwise required by law.

Your personal information is not used for direct marketing purposes.

## **PARTIES WITH ACCESS TO YOUR PERSONAL INFORMATION**

Great Place to Work Ireland does not share your personal information with any third parties outside the Great Place Network except where:

- We engage third-party service providers to assist us with the processing activities identified in this Notice and Authorisation. In these situations, we only allow service providers to use your personal information as necessary to perform activities on our behalf or to comply with a legal requirement, and they are required to maintain the information in confidence. A list of service providers with access to your personal information can be found below;
- It is necessary to investigate or prevent an actual or suspected crime or injury to ourselves or others, if required by law, or in response to a request from law enforcement authorities or other government officials; and
- As otherwise required by law.

Even when Great Place to Work Ireland shares survey information within the Great Place Network, we only share anonymised survey data and only with Great Place Inc. We remove your name and e-mail address, contact information and any other information that would allow someone to directly identify you). Great Place Inc. is not permitted to

- disclose the anonymised survey data except with its agents (including other Great Place Network affiliates) or
- re-identify, or attempt to re-identify, the anonymised data.

### **Great Place to Work Ireland Service Providers**

Trust Lab Ltd, 235 Charlemont, Griffith Avenue, Dublin 9  
Welltel Ireland Ltd t/a DigitalWell, Unit 1 Saint Joan's Industrial Estate Ballymount Road, Dublin 22 D22 WY26

## **ANONYMISED INFORMATION TRANSFERRED TO GREAT PLACE INC OUTSIDE THE EEA**

Great Place to Work Ireland does not transfer any directly identifiable personal information outside of Ireland. If and to the extent that anonymised survey data constitutes "personal information" under applicable law, we share anonymised survey results only. Great Place Inc. complies with the EU-U.S. Privacy Shield Framework as set forth by the U.S. Federal Trade Commission regarding the collection, use, and retention of personal information from European Union member countries. Great Place Inc. has certified that it adheres to the Privacy Shield Principles of notice,

choice, onward transfer, security, data integrity, access, and enforcement. Great Place Inc. is not permitted to

- disclose anonymised survey data except with its agents (including other Great Place Network affiliates) or
- re-identify, or attempt to re-identify, anonymised survey data.

## **YOUR RIGHT TO ACCESS, RECTIFY AND OBJECT**

### **YOUR RIGHT TO ACCESS YOUR PERSONAL INFORMATION**

You have the right to obtain the following information from us:

- Confirmation as to whether or not your personal information is being processed by Great Place to Work Ireland; and
- If we are processing your personal information:
  - Purposes of the processing;
  - Categories of data concerned;
  - Recipients or categories of recipients to whom the personal information is disclosed, including the identity of any service providers we use to process your personal information on our behalf;
  - Details of any transfers of your personal information to non-European countries; and
  - Copy of the personal information being processed and of any available information as to the source of the information, except where prohibited by law.

You have the right to obtain this information from Great Place to Work Ireland at reasonable intervals and without excessive delay, unless we are prohibited by law from sharing such information or where it is necessary to protect the rights and freedoms of others.

### **YOUR RIGHT TO RECTIFY INACCURATE PERSONAL INFORMATION**

Great Place to Work Ireland takes reasonable care to ensure that your personal information is accurate, and where necessary, kept up to date. If it is determined that your personal information is inaccurate or out of date, we take every reasonable step to correct it.

### **YOUR RIGHT TO OBJECT TO THE PROCESSING OF YOUR PERSONAL INFORMATION**

You can object to the processing of your personal information if it is processed unlawfully. Further, if you allow us to process your personal information as described in this Notice and Authorisation, you can later withdraw your consent at any time (in

which case, we will no longer process your personal information, anonymize it or delete it, as appropriate).

To exercise any of these rights, please contact us using the contact information listed in this Notice and Authorisation.

## **SAFEGUARDING YOUR PERSONAL INFORMATION**

Great Place to Work Ireland employs commercially reasonable technical, physical, administrative and organizational safeguards designed to protect the confidentiality, security and integrity of your personal information, including measures aimed at protecting personal information against accidental or unlawful destruction or accidental loss alteration, unauthorized disclosure or access, and against all other unlawful forms of processing.

In addition, we contractually require all service providers that process your personal information on our behalf to implement and maintain commercially reasonable technical, physical, administrative and organizational safeguards designed to protect your personal information.

## **TIMEFRAME FOR PROCESSING PERSONAL INFORMATION**

Great Place to Work Ireland processes your survey responses and other personal information relating to the survey for no longer than is necessary to satisfy the purposes described in this Notice and Authorisation or as required by law. Once we adequately satisfy these purposes, we either delete your personal information relating to the survey or keep it only in a form that does not allow you to be identified.

## **UPDATES**

We will update our Data Privacy statement from time to time. Any updates will be made available to you on our website.

## COMPLAINTS

You have the right to complain to the Data Protection Commission or another supervisory authority.

You can contact the Office of the Data Protection Commissioner at

Post: Data Protection Commission, Canal House, Station Road, Portarlinton, R32 AP23, Co. Laois

Phone: 1890 252 231

Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)



IE\_dataprotectionofficer@greatplacetowork.com

Great Place to Work ®  
Fitzwilliam Hall  
25-27 Fitzwilliam Place  
D02 T292

Phone: (01) 678 8438

[www.greatplacetowork.ie](http://www.greatplacetowork.ie)

