

Teagasc Personal Data Manual File Register

Department	Dataset Name	Type of Personal Data Stored	Special Categories Held	Risk Rating	Process Map
Forestry	Land owners who have volunteered sites for Teagasc forestry trials, Word, Excel	Name, address, phone number, email address, forest location, area, establishment year, assessment dates, species		L	Forestry Research and Advice
Forestry	Company personnel, business contacts, Excel list	Name, address, phone number, email address, location		L	Forestry Research and Advice
Forestry	Advisor and inspector contacts, Excel	Name, email address		L	Forestry Research and Advice
Forestry	Distribution lists - EXCEL	Some or all of: Name, address, contact phone numbers, email address, forest location, forest area, forest planting year, forest species, inventory details (where applicable), DAFM contract reference/s		L	Forestry Research and Advice
Forestry	Advisory reports, letters eg Word, Access	Some or all of: Name, address, contact phone numbers, email address, land location, land area, forest location, forest area, forest planting year, forest species, inventory details (where applicable), DAFM contract details, scheme details eg BPS, Glas etc		M	Forestry Research and Advice
Forestry	Mailing labels - Word	Name, address, postcode		L	Forestry Research and Advice
Forestry	Event registration lists - Excel and Word	Some or all of: Name, address, contact phone numbers, email address, land location, land area, forest location, forest area, forest planting year, forest species, inventory details (where applicable), DAFM contract details, scheme details eg BPS, Glas etc, Commercial organisation details		L	Forestry Research and Advice
Forestry	PUCA lists - Excel	Name and mobile number		L	Forestry Research and Advice
Forestry	Monitor farm data - Excel	Some or all of: Name, address, contact phone numbers, email address, land location, land area, forest location, forest area, forest planting year, forest species, inventory details (where applicable), DAFM contract details,		L	Forestry Research and Advice
Forestry	Telephone/email enquiry records - handwritten	Name and contact details; On some occasions name and contact details of 3rd party. Limited land/forest details.		M	Forestry Research and Advice
Forestry	Forest Owner Group data collation	Some or all of: Name, address, contact phone numbers, email address, land location, land area, forest location, forest area, forest planting year, forest species, inventory details (where applicable), DAFM contract details,		L	Forestry Research and Advice
Forestry	Event Registration - Future Invitation	Registration List		L	Forestry Research and Advice
Forestry	Qualification for farmer rate of premium to complete TF1	DOB, Herd Number, Address, RSI number, P60s Herd test data, DAFM scheme statements, DSFA statements		H	Forestry Research and Advice
Forestry	Distribution lists eg GIS, Word and EXCEL based	Some or all of: Name, address, contact phone number, email address, number, forest location, forest area, forest planting year, forest species, inventory details (where applicable)		L	Forestry Research and Advice
Forestry	Research. Survey to gain consent of forest owners to access their land and conduct research related to the EARTH project	Some or all of: Name, address, plantation address, phone number, e-mail address, species present, thinned or not thinned?		L	Forestry Research and Advice
Forestry	Site owners/managers of forestry research trials and demo plots	Some or all of: Name, address, plantation address, phone number, e-mail address, species present, forest inventory data, forest mensuration data		L	Forestry Research and Advice
Forestry	Research. Survey to gain consent of forest owners to participate in proposed RMIS research project if it were approved	Some or all of: Name, address, plantation address, phone number, e-mail address, species present, forest inventory data, whether forest thinned, uses of thinnings, owner satisfaction		L	Forestry Research and Advice
Forestry	Teagasc Forestry e-News database	Name, email address		L	Forestry Research and Advice
Forestry	cims data	name, address, mobile number, farm data		L	Forestry Research and Advice
Forestry	DAFM contracts	name, address, farm and forest data		L	Forestry Research and Advice
Forestry	FS Survey list	name, address, farm and forest data, survey feedback		L	Forestry Research and Advice
Forestry	List of potential Exhibitors at Forestry events	name, mobile phone number		L	Forestry Research and Advice
Forestry	Access Database	name, mobile phone number, site details		L	Forestry Research and Advice
Forestry	Clinic attendance database	name, mobile phone number, site details, some farm details, other schemes etc		L	Forestry Research and Advice
Forestry	FEPS participants- list from Dept	name, mobile phone number, address, forest details		L	Forestry Research and Advice
Forestry	Producer group membership list	name, mobile phone number, address, forest details		L	Forestry Research and Advice
Forestry	Attendees at options meetings	name, mobile phone number, address, followup phone calls		L	Forestry Research and Advice
Forestry	Organisations membership lists	Name, Email address, Phone number		L	Forestry Research and Advice
All	PMDS	Name, salary, work performance and training information		H	Staff Records
All	Interview packs eg CV's, application forms etc	Name, address, email address, full CV		H	Recruitment
All	Unsolicited CV's from people looking for work experience	Name, address, email address, full CV		H	Recruitment
All	Sick leave records	Name, address, sick leave details	Health	H	Staff Records
All	Staff Records	Name, address, work history details	Health	H	Staff Records
Dairy KT	To develop tailored business plans and provide appropriate advice	Details of stock numbers, land area, current and expected sales and costs, borrowings etc.		M	Advisory
Environment, Soils and Land Use	Research (John Finn)	Farmer names, contact details and herd numbers		L	Research Projects
Environment, Soils and Land Use	Research (Harmony: Karen Daly)	Names and address of farmers who participated in a farm survey and soil sampling campaign		L	Sampling
Food Bioscience	Clinical Research Study	Gender, DOB, address, medical information, height, race, smoking status, breastfeeding status, fitness level, delivery mode, head circumference of infant, adverse events, diet, genetic conditions	Racial, Health, Genetic	H	Research Projects
Food Bioscience	Clinical Intervention Study	Gender, DOB, address, medical information, height, race, smoking status, breastfeeding status, fitness level, delivery mode, head circumference of infant, adverse events, diet, genetic conditions	Racial, Health, Genetic	H	Research Projects
Food Bioscience	Control Research Study	Gender, DOB, address, medical information, height, race, smoking status, fitness level, diet information	Racial, Health, Genetic	H	Research Projects
Food Quality and	Individuals who have subscribed to the Sensory Food Network Ireland mailing list via our website	Job title, email address, phone number, postal address		L	Research Projects
Food Quality and	Individuals who have applied (via an external recruitment company) to be members of our trained external sensory tasting panel	Name, mobile number		L	Research Projects
Johnstown Enter	Gate access outside hours	Staff Name, mobile number		L	
Livestock Systems	Labour data For Research purposes	data on farmers time spent undertaking specific tasks for labour research		L	Research Projects
Ag Economics and	• Acquis communautaire - provision of microeconomic farm performance data to the European Commission DG Agri - see Council Regulation (EC) No 1217/2009 of 30 November 2009. • Provide Database of Microeconomic Data on Irish Agriculture for Research, Policy analysis & Stakeholders • Provide microeconomic and data on farm physical performance with which to measure variation in technical and financial performance for Farm Management/Advisory Purposes	demographic data on farmer and farm household members including age, sex, marital status, employment status. Information on geo-location of the farms surveyed. All data are Pseudonymised.		H	Research Projects
Education Administration	Prospective students	name/dob/mobile no/email		L	Students
Education Administration	Management Reporting	Personal Details Herd No Financial Details		M	Students
Education Administration	Teagasc Student Maintenance Grant Scheme	Personal Details Residency details Previous Education Financial		H	Students

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Education Administration	Education Subcontracting	Name and Address		L	Procurement
Education Administration	Private College HR personal details	Personal Details		M	Pvt Colleges
All	Starters, Movers, Leavers	Name/Address/Contact Details/Vehicle Details/Bank Details/Medical/Previous Employments		H	Staff Records
All Colleges	Short Duration Courses: Accredited/Non Accredited	Name, address, DOB, PPSN		M	Students
All Colleges	Record of stakeholder meetins and payments	Name, address, bank details		M	Students
All Colleges	CCTV	CCTV Personal images		M	CCTV
All Colleges	Farm Data for use with packags such as Cost Control Planner, NMP Calculator/Profit Monitor/Pasture Base	Farm financial data		L	Students
CDSU	Host Farmer Details	Farm details, enterprise details, personal records, insurance details, safety records	Health	H	Host Farmers
All Colleges	Exam Scripts	Student exam papers		L	Students
All Colleges	ICBF Student data	Herd performance details		M	Students
All Colleges	Student Assist Programme	Personal data relating to welfare and other personal student issues	Health	H	Students
Education Administration	Video & promotional brochures	Images and DVD footage of individual students. Student testimonials re Teagasc training courses.		L	Students
Education Administration	In Service Training Records	Lists of In-Service Training completed, grades achieved while attending accredited courses, PPSN, birth certs.		M	Staff Records
Education Administration	Receiving & payment of money	Bank details, transaction details		M	Financial
All Colleges	Moodle	Email addresses, student assignments, enterprise details.		M	Students
CDSU	Benchmark Farms	Bank details, enterprise details, insurance details, safety records	Health	H	Host Farmers
All Colleges	Student Records	DOB, PPSN, address, previous education, drivers licence, learning difficulty, home farm enterprise details, car registration numbers, specified dietary requirements.	Health	H	Students
CDSU	Survey Results	Exam results/feedback on courses delivery/plp/general organisational management of course. 5 year survey which tracks the progress of the student and gathers information on new management practices adopted since completing training with Teagasc.		L	Students
All Colleges	Student Grant / Grant application forms (hard copy format) / Student Maintenance Grants	Home financial means/Student Bank Details/Family income details / Application and means testing documentation, bank details from students, form A's		M	Students
All Colleges	Employee/PLP Student HR Data	PPSN's, D.O.B.'s, Medical Certificates, Next of Kin details	Health	H	Staff Records
All	Supplier Data for purchases/contract management	Relevant Contracts Tax, Tax Clearance Certificates, Photographic Id, Insurance Details, Bank Details		M	Financial
All Colleges	Students Hard-Copy Applications Forms	student contract details, PPSN,medical data/letters to students/results/copies of certs/birth certificates		M	Students
All Colleges	Statistical Return for Department of Social Protection	PPSN's		M	Students
All Colleges	DAFM List for RDP Courses	Name & Address & Herd Number		M	Students
All Colleges	Staff Driving Licence	Staff Driving Licence		M	Staff Records
All Campuses	Staff/Student Driving Licence	Staff/Student Driving Licence		M	Staff Records
Environment Specialists	Nutrient Management for Farmers	Name, Address, Phone No, Herd No, Details of Land Parcels, Soil Samples, Meal Usage, Livestock Numbers. Planned Allocations of Fertilisers, Animal Manure Storage Details		M	Advisory
Environment Specialists	Carbon Reduction Plan for Farmers	Name, Address, Phone No, Herd No, Details of Land, Livestock Numbers. Fertilisers Usage, Animal Manure Application details, Management practice on farm, Agreed Actions		M	Advisory

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All	Contracts of Appointment	Contracts of Appointment		M	Recruitment
All Campuses	Wages Correspondence	Wages Correspondence	Health	H	Staff Records
All Campuses	Fortnightly/Monthly payroll reports	Fortnightly/Monthly payroll reports		M	Staff Records
All Campuses	Casual Staff PAYE/PRSI/P35/P45/P60	PAYE/PRSI/P35/P45/P60		M	Staff Records
All Campuses	Travel Claims	Travel Claims		M	Staff Records
All Campuses	Visa Payments Records	Staff name/payroll number for conference bookings		L	Staff Records
All Campuses	IBAN payments	Company details		L	Financial
All Campuses	Invoices	Payment of invoices before centralisation		L	Financial
All Campuses	Time Records	Recording of time keeping on projects		L	Staff Records
All Campuses	Funded project returns	Time recording, travel, leave, invoices		M	Staff Records
All Campuses	Record cards for Weekly/Fortnightly paid	Staff records for working/AL and SL	Health	H	Staff Records
All Campuses	Accident Reports	Employee name/address/DOB/Driving licence number	Health	H	Staff Records
All Campuses	Dissemination Reports	Forms include staff name and payroll number		L	Staff Records
All Campuses	Invoicing Out	Invoices to be raised		L	Financial
All Campuses	Building/Construction files	Hand over files / Safety / Tenders		L	Corporate Services

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All Campuses	Mailing lists for Open Days and Conferences	Contact Details		L	Research Projects
All Campuses	Records for retired staff	Contact Details		L	Staff Records
All Campuses	Walsh Fellow Students	Bank account, PPS no., SML data		M	Research Projects
All Campuses	External Reviewers	Bank accounts for external reviewers		M	Research Projects
All Regions	Scheme Files (hard & soft copies - DMS)	Completed Applications, signatures of clients, scheme documents required for processing		M	Advisory
All Regions	Client Files	Documents re farm business eg bank statements, feed, livestock invoices, BPS data, fertiliser data, costs of farm business	Could contain any type of data	H	Advisory
All Regions	Client litigation Files	Documents re farm business eg bank statements, feed, livestock invoices, BPS data, fertiliser data, costs of farm business, correspondence	Could contain any type of data	H	Advisory
All Regions	Student Files	Application form includes next of kin, health, learning assistance	Health	H	Students
All Regions	Course Files	attendance register, course syllabus, other course electives by the student		L	Students
Corporate Service	NPC and NPC Working Groups	Policies & procedures, HR & financial information		M	Staff Records
Corporate Service	Property Leases/Licences/Acquisitions/Sales	Name & Address		L	Corporate Services
Corporate Service	Ethics Returns	Name, Address, information on assets and gifts		M	Staff Records
Corporate Service	Staff Training	Name & Address, Educational Details & Qualifications		M	Staff Records
Corporate Service	Insurance and Legal Claims	Personal and Special Category Data	Health	H	Staff Records
Corporate Service	Incident Reports - travel claims, public & employers liability, personal accident, medical reports	Name/Address/Occupation/Location/Age/Gender/Details of incident	Health	H	Staff Records
Corporate Service	Client complaint	Name/Address/Occupation/Financial, Herd No etc	Health	H	Advisory
Corporate Service	Accident Report/medical expenses claim/Litigation	Name/Address/Occupation/Medical reports/Medical Receipts	Health	H	Staff Records
Corporate Service	Claim/Public Liability claim/Travel claim			H	Staff Records

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Corporate Service	Motor claims/Gathering of data for renewal (personal penalty points/driving convictions)/checking of drivers licences	Driver's licence, penalty points, previous convictions Name/Address/Occupation/motor details/ Police reports/Medical Receipts/penalty points/garda convictions	Health		Staff Records
Corporate Service	Training records of Contractors staff	Training records of Contractorsstaff		M	Corporate Services
Corporate Service	RCT requirement to have personal ID of Contractors on file	Copies of Passports and Driving licences		M	Corporate Services
Internal Audit	Internal Audit Assignments	Integra modules e.g. Sales Ledger, Purchase Ledger, CIMS Client Data, Staff Expenses, Staff Overtime, Cash Management, Payroll reports. All data is received to carry out the sole duty of internal audit and is not passed to any other party outside of internal or external audit.	Health	H	Financial
Directors Office	Booking Flights/Travel	Personal data contained in Passports		M	Staff Records
Directors Office	Travel Payments	Details of Mileage/diary/VISA payments		M	Staff Records
Directors Office	HR Issues	Staff medical details, staff appointments, dismissals, court hearings.	Health	H	Staff Records
Directors Office	Access to all SMG Minutes/Authority & Authority Committee	Staff appointment, dismissals, salary,	Health	H	Staff Records
Finance	Payment of supplier invoices	Name/address/telephone/email/bank account details/tax numbers/tax registration details (RCT/VAT)		M	Financial
Finance	Payment of Students	Name/address/email/bank account details/PPS numbers		M	Financial
Finance	Payment of Walsh Fellows (PHD students performing research activities in Teagasc)	Name/email/bank account details		M	Financial
Finance	Client Set Up	Name/address/telephone/email/Bank Details/tax numbers/PPS numbers		M	Financial
Finance	Process Sales Invoice/Credit Notes	Name/address/telephone/email/Bank Details/tax numbers/PPS numbers		M	Financial
Finance	Process Credit Card Receipts	Name/address/telephone/email/Credit Card number		M	Staff Records
Finance	Payment of Payroll/Pension	Data collected such as staff, names, addresses, PPSN, date of birth. Bank Details. Processed are, salary payments, statutory deductions from pay, all revenue instructions processed such as LPT and illness benefit processed.	Health	H	Staff Records
Finance	Payment of Grant on behalf of Private Colleges (Gurteen etc)	Periodic pay report sent monthly to private colleges stating name/basic salary of people receiving grant in private college. The individuals information comes from HR.	Health	H	Financial
Finance	Payment of External Interviewers costs	Data collected such as names, addresses, bank details.		M	Financial
Finance	Payment of Payroll/Pension	Social Welfare payments processed, health insurance deductions, car insurance, saving plans, life insurance & union membership details	Health	H	Financial
Finance	Payment of Expenses	Employee home address details & motor travel details. Bank Details.Employee car details collected & retained for processing motor claims. EE domestic and foreign travel details retained for purpose of processing subsistence payments.		M	Staff Records
Finance	Direct Debit from clients	Name, address, CIMS number, Bank details, standard mandate form signed.		M	Advisory
Finance	Staff Budget	name, pay no, pay grade, rate and other data required for calculating pay budgets		M	Financial
HR	Application of statutory/non-statutory leave entitlement (annual leave, bereavement leave, career break, Force Majeure, Work Sharing, Shorter Working Year, Special Leave, Study/Exam Leave)	Details of leave to be taken, name, location, grade, payroll no of applicant, specifics of different leave types		M	Staff Records
HR	Marriage Leave application	details of leave to be taken - name, location, grade, payroll no of applicant - details of marriage e.g. marriage certificate - name of line manager	Sexual Orientation	H	Staff Records
HR	Maternity Leave application	name, location, grade, payroll no, PRSI no of applicant - medical certificate confirming expected date of confinement	Health	H	Staff Records
HR	Paternity Leave application	details of leave to be taken - name, location, payroll no, PRSI no of applicant - birth/placement certificate - name of line manager	Health	H	Staff Records
HR	Carer's Leave application	details of leave to be taken - name, location, payroll no of applicant - reason for availing of leave - name of line manager - confirmation from Dept of Social Protection in relation to person being carer for	Health	H	Staff Records
HR	Sick Leave application	name, location, grade, payroll no of applicant - reason for availing of leave - details of leave taken - medical certificates/consultant reports - correspondence from Occupational Health Service Provider in relation to illness/injury including diagnosis, prognosis, accommodations to be made	Health	H	Staff Records
HR	Vacancy Application Form	name, contact details, driving licence details, details of any endorsements on licence - educational details - course of study, institution, thesis, grade/result/year of award - previous employment details - job title, company name & contact details, duties & responsibilities - citizenship details & requirement for a work permit - membership of professional bodies - publication record - references - contact details of nominated referee/ academic reference		M	Recruitment
HR	Competition file	how vacancy arose (i.e. replacement for X staff member, funded project awarded to X staff member) - approval including SMG/DAFM approval - job description and application form (sometimes including various revisions of these documents) - email correspondence between HR and hiring manager & other relevant personnel - shortlisting marking scheme & marks awarded to applicants - interview marking scheme & marks awarded to applicants - list of successful/unsuccessful applicants - details of late/unsolicited applications - advertising method/location(s) & email correspondence re same - notes taken by interview board members during interview process - payments to interview board members including PPSN & bank account details		M	Recruitment
HR	Offer file	application form - job description - signed contract - birth certificate (or passport where birth cert isn't available) - educational certificates - pre-employment medical report (with recommendations if applicable) - references & contact details of referees - completed garda vetting form - hosting agreement (with details of spouse & children if applicable) - confidentiality agreement - employee set up form - name, address, telephone no., PPSN, gender, marital status, bank account details, details of any other current employment - P45, PRD45, PRD10 - section 51 declaration re previous pension schemes - induction checklist - job title, grade, contract duration, location, start date	Health		Recruitment
HR	Probation Policy	name - job title - location - start date - review date - line manager name - performance ratings - details of under performance - training needs		M	Recruitment
HR	Induction Policy	name, location, manager's name		M	Recruitment
HR	Occupational Health Referral Form	name, employee details, health details	Health	H	Staff Records
HR	Staff Excellence Applications	contact details and excellence nomination details		L	Staff Records
ICT	Starters, Movers, Leavers	contact details, next of kin, bank details, employee number, PPSN, details of hardware and system access requirements		M	Staff Records
ICT	Test data for various systems	contact details, login details, various details depending on system being tested		M	ICT
HR	Increment Authorisation Form	name, job title, category, increment due date, approval or not to award increment		M	Staff Records
HR	Superannuation files	Various personal information relating to the employee or their family members where pension is paid to a spouse or child which may include name, payroll number, contact details, marital status, bank account details, date of birth, service history, details of service outside of Teagasc		M	Financial