

UL LINKEDIN LEARNING PRIVACY NOTICE 2022-2023

1. ABOUT THIS PRIVACY NOTICE & PURPOSE OF PROCESSING PERSONAL DATA

LinkedIn Learning is an online learning service that provides access to a large range of courses and tutorials taught by industry experts in categories including information technology, creative and business skills.

Through the HCI Pillar 3 Project, UL@Work, the Graduate and Professional Division at the University of Limerick (UL) is providing access to the LinkedIn Learning platform to all staff and students as a pilot project. This new innovative training option will enhance employee and student learning and development and contribute to organisational learning.

This Privacy Notice refers to the personal data which UL, as the data controller, will share with LinkedIn Learning, the data processor, in order to provide employees with this new service.

2. LAWFUL BASIS FOR PROCESSING PERSONAL DATA

Where you are required by the University to use LinkedIn Learning to carry out required training/learning, the lawful basis upon which the University relies to process your personal data is that the processing is necessary for the performance of a contract to which the staff member/student is subject. Where you yourself decide to use LinkedIn Learning, the lawful basis is consent.

3. RECIPIENTS OF THE PERSONAL DATA

The limited amount of personal data on your UL LinkedIn Learning account will be shared with the LinkedIn Corporation and UL GPS, ITD and HR.

As the range of courses on the platform extends beyond HR related training content, and so that the platform can be fully utilised across the University to support development, limited access will also be granted to a small number of UL colleagues outside of GPS, ITD and HR, strictly on a need-to-know basis. Primarily these will be colleagues in Divisions, Schools and Departments who require UL staff/students to undertake training e.g. IT training.

4. CATEGORIES OF PERSONAL DATA SHARED WITH LINKEDIN LEARNING

a) UL LinkedIn Learning Account

Where access to LinkedIn Learning meets a business or an academic need then UL will share, UL email address, staff/student category and area of UL work/study. UL is the data controller of this limited personal data which is shared with LinkedIn Learning as the data processor.

b) Personal LinkedIn Profile account

Your UL LinkedIn Learning Account is separate to any other LinkedIn account you may hold as a personal user. You will be given the option to connect your personal LinkedIn profile during activation of UL LinkedIn Learning.

If you choose to connect your LinkedIn profile with your LinkedIn Learning account, then you will receive personalised content recommendations based on your LinkedIn profile information.

Connecting accounts is completely optional and those wishing to use UL LinkedIn Learning without owning or connecting a LinkedIn profile can do so without issue. Accounts can also be disconnected at any time.

This UL Privacy Policy only applies to the specific personal data which you share as a UL employee on your LinkedIn Learning account.

c) Additional personal data shared with UL, if you decide to link your UL LinkedIn Learning account with a personal LinkedIn Profile account

If you decide to link the two accounts, UL will receive the following additional information related to your personal Profile account from LinkedIn corporation:

- LinkedIn Profile information, such as work title, and profile photo which are already available through LinkedIn.com
- Any courses that the learner has transferred to their UL LinkedIn Learning account

UL LINKEDIN LEARNING PRIVACY NOTICE 2022-2023

5. HOW WILL YOUR PERSONAL INFORMATION WILL BE USED

Within the University this information may be used for analytics and reporting relating to usage of the UL LinkedIn Learning service.

6. USER AGREEMENT

Before you use the UL LinkedIn Learning service, you must accept the [User Agreement](#) through which you are agreeing to enter into a legally binding contract with LinkedIn. Your use of the service is also subject to LinkedIn's [Cookie Policy](#) and [Privacy Policy](#) which covers how they collect, use, share and store your personal information.

7. DETAILS OF TRANSFERS OF THE PERSONAL DATA TO ANY THIRD COUNTRY OR INTERNATIONAL ORGANISATION OUTSIDE THE EUROPEAN ECONOMIC AREA

LinkedIn's services require data to flow from the European Union (EU), the European Economic Area (EEA), and Switzerland to the United States (U.S.) and back. To ensure that EU personal data is protected when transferred outside the EU, the General Data Protection Regulation mandates that such transfers take place using certain legal mechanisms set out in GDPR. These include Standard Contractual Clauses. You can find out more about this in [Section 5: Other Important Information in the LinkedIn Privacy Policy](#).

8. RETENTION PERIODS FOR PERSONAL DATA

a) UL LinkedIn Learning Retention Period

LinkedIn will retain your UL employee personal data for as long as the UL LinkedIn Learning account is active. The personal data will be deleted from the UL LinkedIn Learning account by LinkedIn within 3 months of your cessation of employment with UL or 13 months after a student leaves UL.

b) UL HR Retention Period

LinkedIn Learning information will be held in line with the UL Record Retention Schedule.

9. YOUR RIGHTS IN RESPECT OF YOUR UL LINKEDIN LEARNING ACCOUNT

If you would like to exercise your rights to access, rectify and /or erase your information held on LinkedIn Learning please contact dataprotection@ul.ie.

10. RIGHT TO LODGE A COMPLAINT

If you have any concerns in relation to how your personal data is being processed as part of your UL LinkedIn Learning account, the UL project team would appreciate if you could contact ULatWork@ul.ie as a first port of call to discuss any concerns to see if it is possible for us to help and reassure you about the protection of your privacy rights.

You also have a right to report any concerns you have in relation to the processing of your personal data under UL LinkedIn Learning to the UL DPO by emailing dataprotection@ul.ie

Finally, you have the right to lodge a complaint with the Supervisory Authority, in Ireland the DPC if you have serious concerns that your rights as a data subject under the GDPR have been breached through UL LinkedIn Learning. However, we really wish to help, and would encourage you to contact UL People Development with any initial concerns. Details of how to lodge a complaint can be found on the Data Protection Commission's website.