

Personal Data Collected by the WRC

To fulfil our statutory obligations and perform duties as outlined in this Privacy Statement, we will collect and process various types of personal data.

While the type of personal data may change occasionally, we believe it is important you are aware of the types of personal data we gather and use. The following table is a non-exhaustive list and provides an indication of the categories and types of personal data we use to perform our duties.

Category	Type of Data
Adjudication Services	<p>The name, home address, work address, telephone number, email address, PPS number, employer PAYE number if known, salary or wages, details of representative for a complainant where applicable (again name, address, email, telephone number).</p> <p>Need for special facilities, either in terms of interpreters or disability accommodation.</p> <p>In relation to claims under the Employment Equality and Equal Status Acts: identification of gender, civil status, family status, age, race, sexual orientation, religion, disability or membership of the Travelling community depending on nature of complaint.</p> <p>Name, address, PPS number if available, business sector, CRO status, contact person name for respondent.</p> <p>Additional evidence as submitted by the parties in the course of an investigation and which is pertinent to an investigation, such as payslips, leave sheets, medical reports, emailed correspondence, outcomes of internal investigations etc. These can be either voluntarily submitted by the parties or be requested by the Adjudication Officer.</p>
Conciliation Facilitation and Mediation Services	<p><u>Individual Disputes/Facilitations</u></p> <p>Name, work address, e-mail address, telephone number(s) of the “corresponding parties” i.e. the trade union official who referred the matter and the contact person of the relevant employer.</p> <p>Attendance Records of those parties who attend conciliation hearings are created on the day and retained. These comprise the party’s name and the trade union or employer to whom she/he is affiliated.</p> <p>In some instances, in addition to the corresponding parties’ details, correspondence received by the WRC in advance of the conciliation hearing and correspondence issued by the WRC after the hearing will generally (but not always) contain the name and relevant information of the individual who is party to the dispute. This relevant information may include, for example, salary details, hours of work, proposed terms of settlement.</p>

	<p>Where the dispute is not resolved and the parties wish the matter to be dealt with by the Labour Court the Conciliation Officer prepares a confidential note for the Labour Court which contains an outline of the matter in dispute. This note contains the details of the corresponding parties.</p> <p><u>Mediation</u> Name, home address, work address, telephone number, email address, PPS number, employer PAYE number if known, salary or wages, details of representative for a complainant where applicable (again name, address, email, telephone number)</p> <p>Need for special facilities, either in terms of interpreters or disability accommodation.</p> <p>In relation to claims under the Employment Equality and Equal Status Acts: identification of gender, civil status, family status, age, race, sexual orientation, religion, disability or membership of the Travelling community depending on nature of complaint.</p> <p>Name, address, PPS number if available, business sector, CRO status, contact person name for respondent.</p> <p>Additional relevant evidence as submitted by the parties in the course of a mediation. These may include data such as payslips, leave sheets, medical reports, emailed correspondence, outcomes of internal investigations etc.</p>
Inspection and Enforcement	<p>The employer name and address, employee names and addresses, PPS numbers, salary/pay details, hours of work, type of worker, nationality, copy of GNIB card, copy of passport/ copy of driving licence.</p>
Corporate	<p>CCTV The buildings are monitored by CCTV. There are a number of cameras for security purposes externally and internally throughout Dublin, Carlow, Sligo, Shannon and Cork offices.</p> <p>Visitor Information The visitor's name, company, car registration, date visited, who visiting, badge number, time in, time out.</p> <p>Adminstration Contact details of persons for processing of invoices etc. Staff names and contact details</p>
Advisory	<p>Personal data that occasionally may be gathered includes names, work addresses, business sector, telephone numbers, email address, representative details, need for special facilities in terms of disability and interpreters.</p>

Information

Personal data may occasionally be gathered from the enquiry form or where the request is in writing and can include names, work addresses, business sector, telephone numbers, email address and the details of the enquiry. This information is kept for the purposes of the enquiry only.