

Employee Data Protection Notice

This notice was last reviewed in August 2026



This notice is a statement of the practices performed by Tusla relating to the collection, processing, and use of employee personal data. This includes all Tusla staff including Board members, agency staff, contractors, work placements, student placements, volunteers, service partners, and any other internal or external stakeholders who have access to or potential access to Tusla ICT assets. As your employer, the Child and Family Agency ('Tusla, your employer, we') take steps to protect your personal data and respect your data protection rights.

This Data Protection Notice sets out the following:

1. How we collect and use personal data

We collect personal data to manage your employment and perform our responsibilities in relation to your contract of employment. Your personal data, such as your name, role, and work contact details, is used for the day-to-day operations and delivery of services by Tusla. Personal data may also be used to investigate complaints, legal claims, or adverse incidents and to provide training and development.

Personal data is collected as follows:

- Directly from you through:
 - Documents
 - Email
 - Telephone
 - Systems (HR and Payroll Self-service system, HSeLand, building control management systems)
- From third parties, in limited circumstances such as:
 - An Garda Síochána – National Vetting Bureau (in circumstances where an employee or potential undergoes vetting)
 - Medical information related to occupational health.

2. The purpose and legal basis for collecting personal data

Tusla will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection and will process personal data under the following legal basis:

- For the performance of your employment contract.
- For the performance of tasks carried out in the public interest or in the exercise of official authority vested in Tusla, as your employer.
- For carrying out the obligations and exercising specific employment law rights.
- For assessing the employee's working capacity and providing and/or management of social care systems and services.
- To comply with a legal obligation, and to protect the vital interests of data subjects. For further information, please see Tusla's [CCTV policy](#).

The purpose for each category of your personal data is set out in more detail in the [Appendix](#).

3. What personal data we hold and how we store and secure your personal data

The below describes Tusla's approach to handling your personal data:

- **Personal data we hold:** The types of personal data we hold about you include:

Employee Data Protection Notice

This notice was last reviewed in August 2026



- Identification and location information such as name, address, date of birth, and PPS number.
 - Recruitment information, including personal data collected through the recruitment process.
 - Contact information such as email address, contact number, marital status, and emergency contact details.
 - Qualifications and employment information.
 - Basic HR Details such as job title, job status, role description, working hours, contract type and salary.
 - Health, welfare, and absence related information such as record of absence and annual leave.
 - Pay, benefits, and pension details including bank account information and salary.
 - Job performance related information such as feedback, performance ratings, supervision notes, and review outcomes.
 - IT usage and security related information including surveillance information from Tusla systems and devices.
 - Data recorded by building control management systems, such as CCTV images and fob key activity. CCTV may be used in line with our CCTV Policy.
 - Photographic (profile picture, news items), MS Teams video and location Information.
 - Special category data such as data concerning health, medical information, information relating to membership of any trade union, and racial or ethnic origin information to monitor discrimination and diversity and inclusion.
 - Disability information compiled for the disability census and reasonable accommodation process.
 - Data relating to criminal convictions or offences, results of criminal record checks, or concerns raised by professional bodies.
- **Storage:** Both physical hard-copy and electronic copies of personal data are stored in secure cabinets or by archive storage providers, and electronic copies are stored on systems and secure share drives.
 - **Security:** Personal data is protected through secure IT systems and suitable record management processes.

4. The length of time we keep your data

In keeping with data protection principles, we will only store your data for as long as is necessary. For further information regarding retention periods, please refer to Tusla's Records Retention Schedule.

5. Special categories of data

We may collect and process special categories of data as outlined in this notice. The data will be handled with the utmost care and in compliance with all applicable data protection legislation.

We will only use such data for specific purposes outlined in this notice. The processing of special category data is set out in more detail in the Personal Data section of the attached [Appendix](#).

6. Sharing personal data

We may share your personal data with third party service providers, government agencies and other relevant bodies for purposes related to employment administration, compliance with legal requirements and the provision of benefits. This includes Government Departments, An Garda Síochána (AGS) and regulatory bodies such as the Health Information and Quality Authority (HIQA), CORU – Regulating Health and Social Care Professionals, the State Claims Agency (SCA), Ombudspersons, Health and Safety Authority (HAS), Workplace Relations Commission (WRC)

Employee Data Protection Notice

This notice was last reviewed in August 2026



the Data Protection Commission (DPC) or Office of the Information Commissioner (OIC) and Health Service Executive (HSE) who act as a shared service provider for Tusla for payroll, pension and personnel file administration.

In certain limited situations, your personal data may be transferred to organisations located outside the European Economic Area (EEA) where required under the terms of your employment contract. In such cases, any recipient must provide the same level of protection to your data, in compliance with applicable data protection legislation.

Any third party with whom we share your personal data is required to protect your information and only use it for purposes specified in the relevant agreements and applicable data protection legislation.

7. Compliance and monitoring

All personal information supplied to Tusla will be treated with the highest standards of security in accordance with the EU General Data Protection Regulations 2016/679 and Irish Data Protection legislation.

Through your employee contract, all employees must process personal data in accordance with EU General Data Protection Regulation 2016/679 and Irish Data Protection legislation and the provisions set out in the [Tusla Data Protection notice](#). All staff working for Tusla have a duty to keep information confidential and receive training in data protection, information security, and confidentiality.

8. What are your rights?

All individuals have rights in relation to their personal data as outlined. The various rights are not absolute and may be subject to certain exemptions.

- **Right of Access:** You have the right to be informed of and request access to the personal data we process about you.
- **Right to Rectification:** You have the right to request that we amend or update your personal data where you believe that the personal data, we hold on your is inaccurate or incomplete.
- **Right to Erasure:** You have the right to request that we delete your personal data, under certain circumstances.
- **Right to Restrict Processing:** You have the right to request that we temporarily or permanently stop processing all or some of your personal data, under certain circumstances.
- **Right to Object to Processing:** You have the right, at any time, to object to us processing your personal data, under certain circumstances.

To exercise any of your rights, please follow this link and complete the [Data Subject Requests form](#).

9. Further information and contact details

If you have any queries about this notice or the processing of your personal data, or if you wish to make a complaint or escalate an issue relating to any of your rights, you can contact the Data Protection Officer at: dpuhelp@tusla.ie

If we are unable to help or you are unsatisfied with our response, you also have the right to direct your data protection complaint or concern to the **Data Protection Commission**. The contact details are:

Telephone: +353 57 868 4800

Lo Call Number: 1890 252 868 4757

Employee Data Protection Notice

This notice was last reviewed in August 2026



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

Webform: <https://forms.dataprotection.ie/contact>

Postal address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28

Employee Data Protection Notice

This notice was last reviewed in August 2026



Appendix

Process	Personal Data	Purpose	Sharing
Onboarding	• Identification information including name, surname, date of birth, gender, nationality, and PPS number • Location information including address • Contact information including home and mobile number and email address • Username, passwords and IP addresses • Qualification and employment information • Family, lifestyle, and social circumstances including marital status, emergency contact details • Pay, benefits and pension details including bank account information and salary • Professional registration information • PRSI information • Any other personal data that may be declared • Personal and special category data found in the following documents (where required): - Birth Certificate/Passport - Relevant Qualifications - Professional Registration - Driving License - Motor Insurance Certificate - Marriage Certificate	Onboarding documentation is collected from applicants after they are offered a position with Tusla. The purposes for collecting the documents include: • Verifying identity and right to work • Setting up payroll and benefits • Granting access to relevant software and systems including the 'my self-service' and the 'IFMS (SAP/4 HANA)' systems • Facilitating initial training, orientation and system set-up	• Line Manager • HR Business Support • CORU (for verification purposes)

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
	- Work Visa - Foreign police clearance - Referee contact form - Verification of service form - Additional Superannuation Contribution 10 form		
Compensation, pension, and payroll	• Identification information including name, surname, date of birth, and PPS number. • Location information including address and work location • Pay, benefits and pension details including bank account information, salary, superannuation, tax deductions and insurance deductions • Special category data including trade union membership and health insurance information	Compensation, pension, and payroll are hosted on the HR and Payroll Self Service system hosted by the HSE. The system is used to manage and administer employee compensation, pension, and payroll, and to ensure accurate and timely payments. Procurement cards Employee personal data is processed to issue a procurement credit card to employees.	• Tusla Payroll Administration Team • Trade Unions • Your financial bank or institution • National Payroll Administration (NPA within the HSE) • Pension Management Unit (national and local) • Revenue • Department of Social Protection • Professional advisors such as lawyers, tax consultants and accountants (as required)
Attendance and Leave	• Identification information including name, surname, date of birth, and PPS number. • Location information including address and work location • Contact information including phone and mobile number • Health, welfare, and absence related information such as record of absence and annual leave	Personal data is used to manage and monitor leave and attendance, including tracking annual leave, sick leave, and other short- and long-term absences. This information is used to ensure accurate leave balances and that employees are paid in compliance with Tusla policies and health and safety regulations.	• Approved Line Managers • Time Entry Officer (TEO) • HSE • Department of Social Protection • Professional advisors such as lawyers, tax consultants and accountants (as required) • Health and Safety Authority (for workplace incidents that resulted in three plus days of sick leave).

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
	Job related information including personnel number, grade, position, and career break details	Recording leave There are a variety of leave options available within Tusla, such as adoptive, annual, bereavement, carers, force majeure, jury service, maternity, parental, parents, paternity, special unpaid, domestic violence, marriage, interview, ministerial appointment, selection board, Reserve Defense Forces, rapid response corps deployment study, trade union and special leave. Recording leave involves the completion of leave forms, manager validation reports, and recording time on the Employee Self Service system hosted by the HSE. Approved line managers are authorised to have access to employee information held on the self-service system.	
Performance and development planning	- Identification information including name, surname, and email address - Performance development related information including objectives, learning and development plans and feedback	Personal data collected as part of the performance development process aims to: - Recognise employee performance and support individual development and improvement where required - Provide opportunities for suggestions e.g. upward feedback, process improvement.	Professional advisors (as required)
Learning and development	- Identification information including name, surname, and email address, - Job related information including personnel number, name of employer, and name of department/service.	Personal data is used to facilitate learning and development initiatives within Tusla, primarily using the HSE LanD platform. Tusla identifies mandatory and voluntary training needs, manages participation in e-Learning and in-person classroom training, and maintains an	- HSE - Aurion Limited (sub processor contracted by HSE) - External training service providers (where required)

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
	Details of learning activity including courses attended, certification obtained, etc.	accurate record of learning, development progress and achievements of its employees.	
Health and wellbeing	- Identification information including name, surname, and date of birth. - Location information including address and work location - Contact information including phone and mobile number - Health, disability and medical conditions, including details of any work-related accidents/injuries or accommodations required	Health and wellbeing data is used to support employee safety and welfare, including managing occupational health, administering employee assistance programs, and complying with health and safety legislation. Initiatives include: - Rehabilitation of employees back to work after illness or injury - Management of stress in the workplace - Prevention and management of critical incidents in the workplace Occupational Health and Safety Personal data is processed to ensure the health and safety of Tusla employees, including performing occupational health assessments, reviewing and reporting incidents, providing training, etc. Employee Assistance Program (EAP) Counselling Employees are allocated a prescribed number of EAP sessions per year. Once the sessions expire and if a counsellor recommends that an employee requires additional sessions, personal data will be processed.	- Occupational Health Assessment and Screening providers - Health professionals, including doctors and medical centres - Details of work-related accident or injuries reported to: - Line Manager - The State Claims Agency using the NIMS system. NIMS, the National Incident Management System, is a confidential national end-to-end incident platform operated by the National Treasury Management Agency ('NTMA') / State Claims Agency ('SCA') both in support of its own mandate, and to support clients (i.e. Tusla) in their management of incidents and risk. It is an electronic file to record key decisions regarding incident management. - HSA
Travel	Identification information including name, surname, and date of birth.	Personal data is used to manage and facilitate work-related travel arrangements, including	- Line Manager - HR Business Support

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
	- Location information including home address and work location - Contact information including phone and mobile number - Travel related information including vehicle registration number, vehicle license certificate, insurance certificate, letter of indemnity, employee declaration and accommodation, passport information, flight, and meal receipts	booking transportation, accommodation, and ensuring compliance with travel policies. Travel claim Travel claims are submitted through the Self-Service system. Employees are required to create a claim and attach supporting documents to claim compensation. Driving for work All vehicles used for the purpose of transporting children during the working day must be effectively managed. Personal data is used to assess an employee's capacity to drive, vehicle condition, and to ensure compliance with health and safety legislation.	- Area Manager - Office of the Comptroller and Auditor General - Professional advisors such as lawyers, tax consultants and accountants - HIQA for monitoring and auditing purposes
Work schemes	- Identification information including name and surname. - Location information including home address and work location - Contact information including phone and mobile number - Job related information including department and job title	Personal data is used to administer and manage employee work schemes, including the cycle to work scheme, long-term absence benefit scheme, flexible working and shorter working year. Government initiatives The cycle to work scheme and the tax saver travel pass is a government initiative aimed at encouraging employees to cycle to work or use public transport. Personal data is processed during the application and approval stage of this scheme, including issuing a leap card.	- Line Manager - HR Business Support - Third party travel service providers - National Finance Team

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
		Flexible working Personal data is used to facilitate and manage flexible working arrangements, including the application, assessment, and approval processes. Shorter working year Personal data is processed to ensure that compensation, benefits, and entitlements are accurately managed based on the reduced annual work schedule.	
Long term absence benefit	• Identification information including name, surname, PPS number, gender and date of birth • Job related information including personnel number and grade • Location information including work address • Contact information including phone and mobile number and email address • Health and welfare information • Medical information including history, diagnosis and medical certificates • Pay, benefits and pension details including bank account information • Family, lifestyle, and social circumstances including marital status and dependent children's details	Employees are required to complete the relevant HR forms when applying for a long-term absence benefit. The following long-term absence benefit schemes are available to employees: • Injury grant scheme: an allowance paid to an employee injured in the discharge of their duties. • Serious physical assault scheme: employees who are absent from work because of a serious physical assault by a patient or client are covered under this scheme. • Ill health retirement allows for payment at the pension rate of pay.	• Line Manager • HR Manager • National Personnel Administration (within the HSE) • Pension Management Unit • Superannuation (within the HSE) • HR Business Support

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
	Personal data contained on forms submitted as part of the application		
Blended working	- Identification information including name and surname - Location information including address and work location - Contact information including phone and mobile number - Health and welfare information - Job related information including personnel number	Blended working refers to a combination of office-based/on-site and remote working which can be undertaken at home, in a hub or alternative office-based location. Personal data is processed to manage and facilitate the blended work request, including performing the appropriate ergonomic assessments for home and work.	- Line Manager - HR Business Support
Operations	- Identification information including name, surname and employee number - Location information including address and work location - Contact information including phone and mobile number and email address	Operations cover the following sections: Transfer Employees can transfer from one area to another within the same grade. This is subject to certain criteria, and a formal request is made to the Line Manager for approval. Secondment A secondment refers to the temporary transfer of an employee to another position or employment. Secondments can be outward or inward. Applications for secondments are made to the Line Manager and subject to certain criteria. Delegation	- Line Manager - HR Business Support - Area Manager - National Review Panel - Standards in Public Office Commission www.sipo.ie - External HR consultant - Business Managers/Administrators may have access to their manager's mailboxes to ensure the efficiency of services.

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
		A delegation refers to a formal transfer of decision-making power and responsibility from one person to another. Personal data is processed to document and manage the delegation of authority, ensuring that the delegated individual can carry out responsibilities effectively. Maintenance of employee record Personal data is processed to manage the employee relationship during their time with Tusla and to comply with legal, administrative, and operational obligations. Career break A career break aims to provide employees with the opportunity to work in flexible and agile ways throughout their careers. Personal data is processed to manage and administer the career break request. Supervision Supervision is a process in which one worker is given responsibility to work with another worker in order to meet certain organisational professional and personal objectives. These objectives are competent accountable performance, continuing professional development and personal support. Supervision	

Employee Data Protection Notice

This notice was last reviewed in August 2026



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		meetings are held every four to six weeks, and a written record of each meeting is maintained.	
Surveys	• Identification information including name, surname, and date of birth. • Location information including address and work location • Contact information including phone and mobile number • Health and welfare information	From time to time, employees may be requested to complete surveys. Where this arises, information will be provided to outline the purpose(s). For example, a survey following an event or training course, EAP Financial Wellness Survey or Irish Language Proficiency Survey. Staff Survey Employees are required to complete an annual staff survey which is designed to gather feedback to improve workplace performance and employee satisfaction. Annual Controls Assurance Survey This survey is completed annually by Grade VIII and above and other nominated staff to complete a submission in relation to the control environment under their remit by reviewing internal controls in their area of responsibility. Ethics in Public Office Under the Ethics in Public Office Act 1995 and Standards in Public Office Act 2001, Tusla employees, remunerated at or above the minimum point of the Grade VIII salary scale, are required to make an annual submission in relation to the Ethics in Public Office.	• External commercial third parties • Line managers • Employees

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
		Disability Census Each year Tusla is required to conduct a disability census in the form of a survey to determine the number of colleagues with disabilities employed by the Agency. This information is used to fulfil our statutory requirements under the Disability Act (2005) and to progress Tusla's Equality, Diversity and Inclusion (TEDI) agenda; to help create a working environment that offers fairness and opportunity to all.	
CCTV	- Personal identifiable images or footage, captured by CCTV systems - Location information including address	CCTV is operated by Tusla to monitor both the internal and external environments of premises for several purposes including: - to promote the health, safety and security of all residents, service users, staff, personnel, and visitors. - ensure the security of Tusla's premises, assets, and information, during and outside of operational hours. - aid in the prevention, detection or investigation of theft and/or other crimes including interference with property, or alleged harm to persons. - to help investigate security incidents or complaints involving harm to persons or interference with property.	- Estates Team - Line Manager - Health and Safety Team - AGS or another law enforcement body - SCA or Tusla's insurance company - External CCTV service providers - Where sharing is subject to a court order

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
Garda vetting for staff who provide relevant roles	• Identification information including name, surname and date of birth • Location information including address • Contact information including contact number and email address • Personal data contained within the document used as proof of identification and address • Garda vetting disclosures, or results of criminal record checks which relate to criminal convictions or offences. •	A division of An Garda Síochána (AGS) called the National Vetting Bureau is responsible for performing vetting as prescribed by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. The Tusla Central Vetting Bureau is responsible for coordinating the vetting of relevant employees with the National Vetting Bureau.	• Regional HR Manager • Line manager where it is relevant to the role being performed
Disciplinary	• Identification information including name and surname. • Location information including address and work location • Contact information including phone and mobile number • Job performance-related information including feedback, performance ratings and review outcomes	A disciplinary process is a procedure used to address and correct employee behavior or performance issues that do not meet organisational standards. Tusla's disciplinary procedure comprises of the following: • Pre-Procedure: - Informal Counselling • Formal Procedure - Oral Warning - Written Warning - Final Written Warning - Dismissal or Action Short of Dismissal • Process and Appeal During the disciplinary procedure, personal data is processed to investigate, assess, and address	• Line Manager • Senior Management • Committee • Employee Relations • Professional advisors such as lawyers, accountants, or mediation consultants • WRC • Findings of malpractice or criminal nature or risk of litigation may be shared with CORU, AGS and the SCA.

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
		any alleged misconduct or performance issues in accordance with Tusla policies.	
Grievance	• Identification information including name and surname. • Location information including address and work location • Contact information including phone and mobile number	A grievance is a complaint raised by an employee relating to their terms and conditions of employment, working environment or relationship with another colleague. Tusla's grievance process includes: • Informal Discussion • Mediation • Formal Procedure - Written Complaint - Appeal - Grievance Hearing - Workplace Relations Commission The purpose of processing personal data is to investigate, manage, and resolve complaints fairly and effectively.	• Line Manager • Employee Relations • Professional advisors such as lawyers, accountants, or mediation consultants
Mediation	• Identification information including name and surname. • Location information including address and work location • Contact information including phone and mobile number	Mediation is a voluntary process used to resolve workplace disputes. Mediation in Tusla is used as follows: • Mediation is used as a tool by a line manager where they don't wish to follow the formal process. • Mediation forms part of grievance and dignity at work processes.	• Employee Relations • Professional advisors such as lawyers, accountants, or mediation consultants

Employee Data Protection Notice

This notice was last reviewed in August 2026



Process	Personal Data	Purpose	Sharing
Employee Relations	• Identification information including name and surname. • Location information including address and work location • Contact information including phone and mobile number • Special category data including information relating to membership of any trade union.	Employee Relations is responsible for maintaining harmonious relationships between employees, managing workplace policies, resolving disputes, and ensuring compliance with employment law. They also engage in trade union consultations and dispute resolution to maintain fair working relationships.	• Trade Union • WRC • Labour Court
Resignation	• Identification information including name, surname, date of birth, gender, nationality, and PPS number • Location information including address • Contact information including home and mobile number and email address	Upon resignation or termination of employment, employees are required to submit a resignation letter. Retirement Personal data is processed to administer employee retirement benefits. Thereafter, the HSE engages directly with the employee to process their benefit.	• Line Manager • HR Business Support • Pension Management Unit (national and local)