**Updated**: December 2018

 **(i) Does your organisation use the PPS No at present?**

Yes

**(ii) For what purpose(s)?**

PPS numbers are used as unique identifiers for both employees and students in their dealings with IT SLIGO. The PPS numbers are used in the payroll, human resources and student registration systems operated by the Institute.

**(iii) Does your organisation exchange the PPS No with any other body? If so please name the relevant bodies and the purpose(s) of the exchange.**

With respect to employees, PPS numbers are exchanged with the following bodies for the reasons stated below:

* **Revenue Commissioners** : for the administration of employee tax affairs.
* **Department of Employment Affairs and Social Protection**: for the administration of employee entitlements to social welfare benefits.
* **Bodies in the Public Sector Transfer Network**: PPS numbers are exchanged when transferring the service entitlements of past employees.
* **Central Statistics Office**: in relation to employment surveys
* **Department of Finance**: Payroll Shared Services Centre in relation to pension payments.

With respect to students, PPS numbers are exchanged with the following bodies for the reasons stated below:

* **Central Applications Office** : Students applying both directly to IT SLIGO and through the CAO are asked for their PPS number on applications forms. Submission of PPS numbers is voluntary. The number is used as a unique identifier.
* **Department of Employment Affairs and Social Protection** :  IT SLIGO provides PPS numbers to the Department of students who have provided their PPS numbers to IT SLIGO as part of the returns made in respect of registered students on 31st October each year.
* **Higher Education Authority (HEA)** : Where they exist, IT SLIGO provides PPS numbers to the HEA as part of the Annual Statistical Return. This return covers all registered students on 1st March each year and graduates who have received an award in the preceding year. PPS numbers are also provided to the HEA as part of the First Destination Return of recent graduates. The HEA uses the returns to collate statistics in relation to the higher education sector in Ireland.
* **Student Universal Support Ireland (SUSI)**:  IT SLIGO obtains PPS numbers from SUSI in relation to students who are applying for grant support and the number is used as a unique identifier for these students.
* **Revenue Commissioners:** For students receiving payments from the Institute, IT SLIGO liaises with the Revenue Commissioners to ensure that payments are compliant with tax legislation. The PPS number is used as a unique identifier for these students.
* **Quality and Qualifications Ireland (QQI)** : IT SLIGO post graduate students applying to the QQI for registration of a research degree programme are asked for PPS numbers on applications forms which are issued to the students by IT SLIGO on behalf of the QQI and returned to the QQI on completion.
* **Insurance Industry:** IT SLIGO have entered into arrangements with professional and educational bodies in the Insurance Industry; namely the Insurance Institute of Ireland (III) and the Life Insurance Association (LIA) to jointly deliver an Insurance Apprenticeship programme and validate special purpose awards for its members.  In order to fulfill our statutory obligations to the HEA and other Government Departments as set out above, the III & the LIA have been tasked with collecting the PPSNs of participating students for supply to IT SLIGO.

 **(iv) Does your organisation have any other plans involving the use of the PPS number?**

No

**(v) There are Eight Rules of Data Protection which govern the processing of personal data set out as follows: -**

* **Obtain and process the information fairly;**
* **Keep it only for one or more specified, explicit and lawful purposes;**
* **Process it only in ways compatible with the purposes for which it was given to you initially;**
* **Keep it safe and secure;**
* **Keep it accurate, complete and up-to-date;**
* **Ensure that it is adequate, relevant and not excessive;**
* **Retain it no longer than is necessary for the specified purpose or purposes;**
* **Give a copy of his/her personal data to an individual, on request.**

**Have you measures in place to ensure that the Public Service Identity data you hold /collect, whether held in electronic or written format is secure and that it is accessible and processed, only in connection with the purpose for which it has been provided?**

Staff PPS numbers are held electronically on our dedicated payroll/HR system (CORE), access to which is restricted to a limited number of personnel.

Student PPS numbers are maintained in electronic format on our student records system, access to which is restricted to authorised users.

PPS numbers are only processed in connection with the purposes for which they have been provided.