

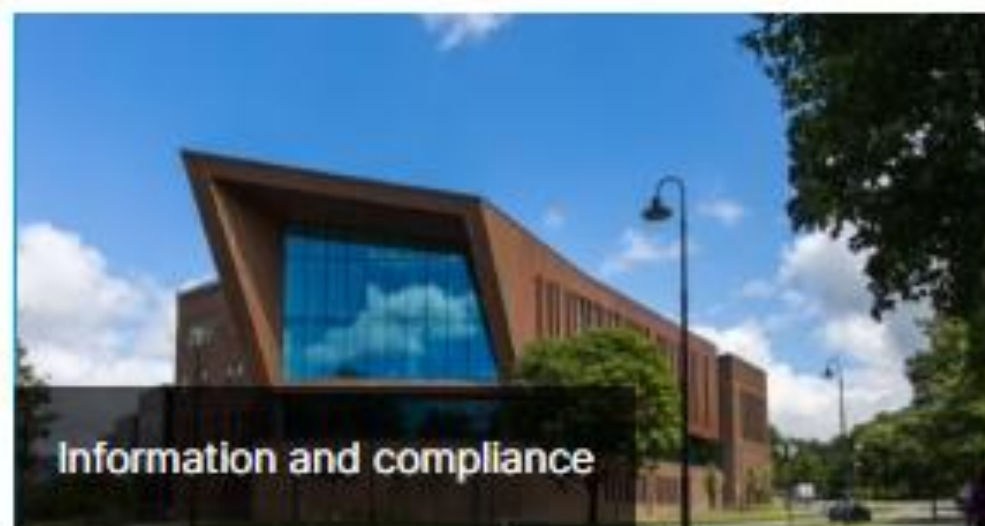
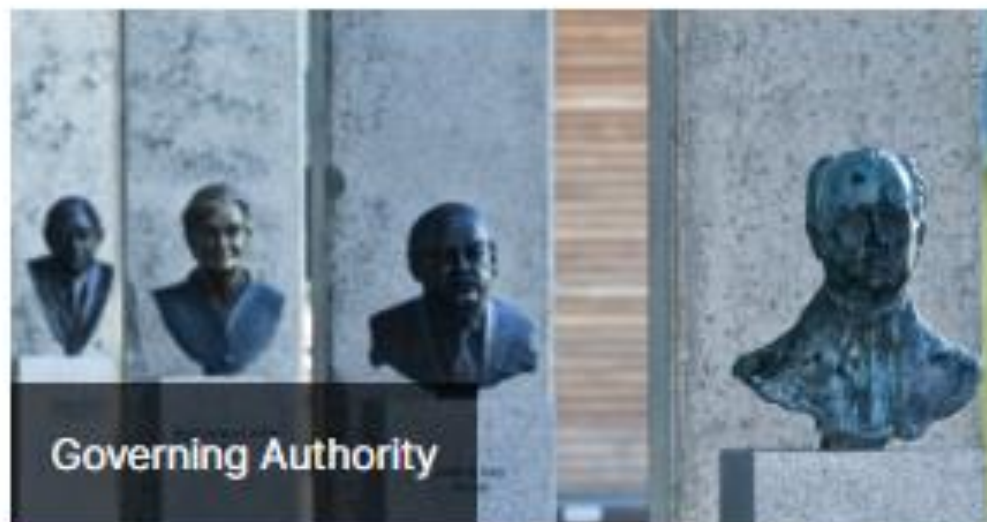


Introduction to the Corporate Secretary's Office

Dr Maria Connolly, Information & Compliance Officer
Corporate Secretary's Office
(last reviewed 03/07/23)



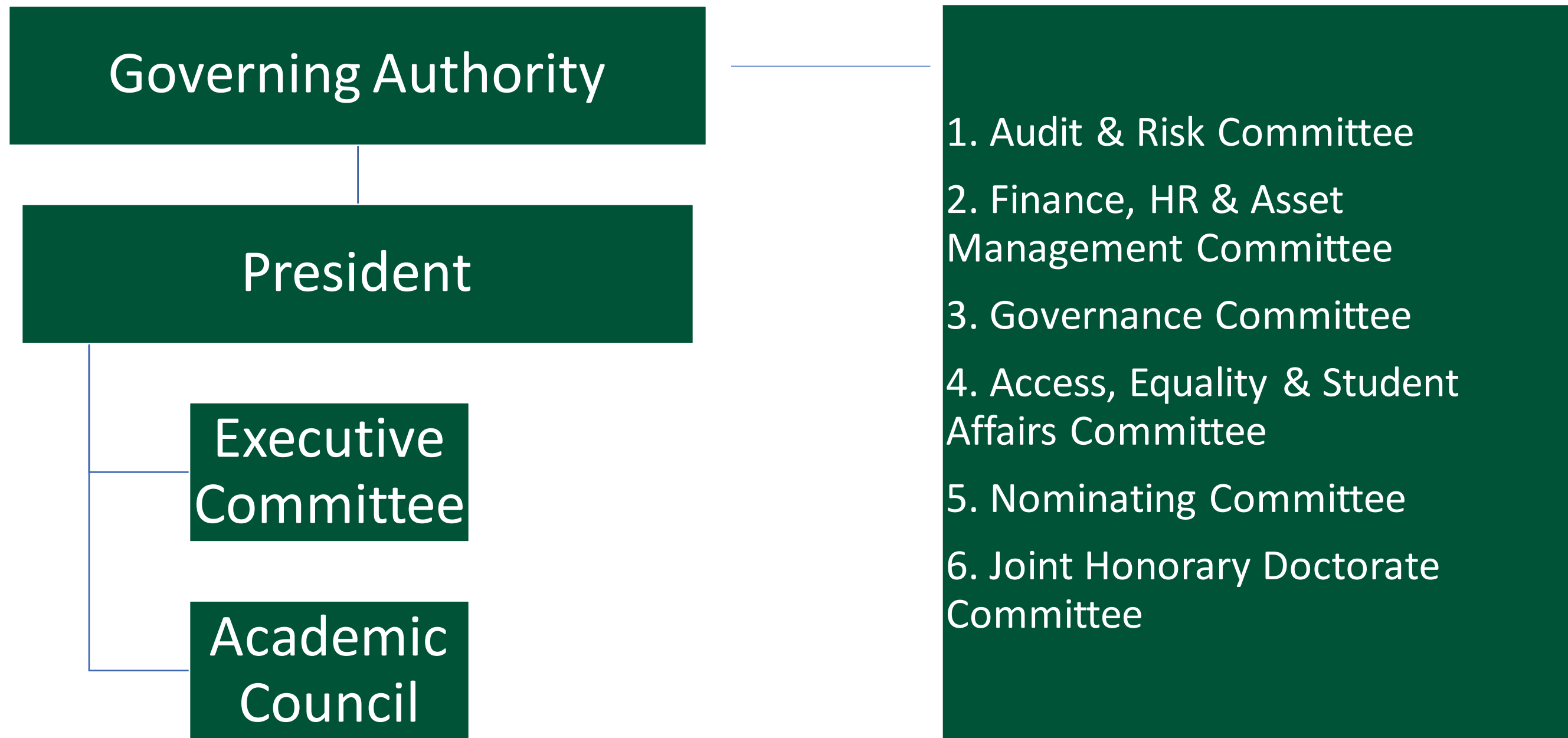
CORPORATE SECRETARY



Governance

- Universities Act 1997 & Higher Education Authority Act 2022
- UL Governing Authority
 - responsible for leading & directing the University's activities, and
 - holding the President and senior management to account for the effective performance of their responsibilities
- The Corporate Secretary supports Governing Authority to enable it to fulfil its functions
- UL is accountable to the Minister/Dept. of Further and Higher Education, Research Innovation and Science (DFHERIS) and the Higher Education Authority (HEA)

Governing Authority and Sub-Committees



Assurance

How does Governing Authority obtain assurance that internal controls are operating as they should?

Risk Management function

- To facilitate implementation & embedding of risk management across University.

Internal Audit function

- To provide assurance to Governing Authority on Internal Control & Risk Management

Annual Governance Statement

- Statement on internal controls & outline of all commercially significant developments.
- Confirms that Government policy is being complied with,
- Provided to the HEA
- All universities are also expected to flag all major governance issues to HEA on ongoing basis.

UL Policy Hub

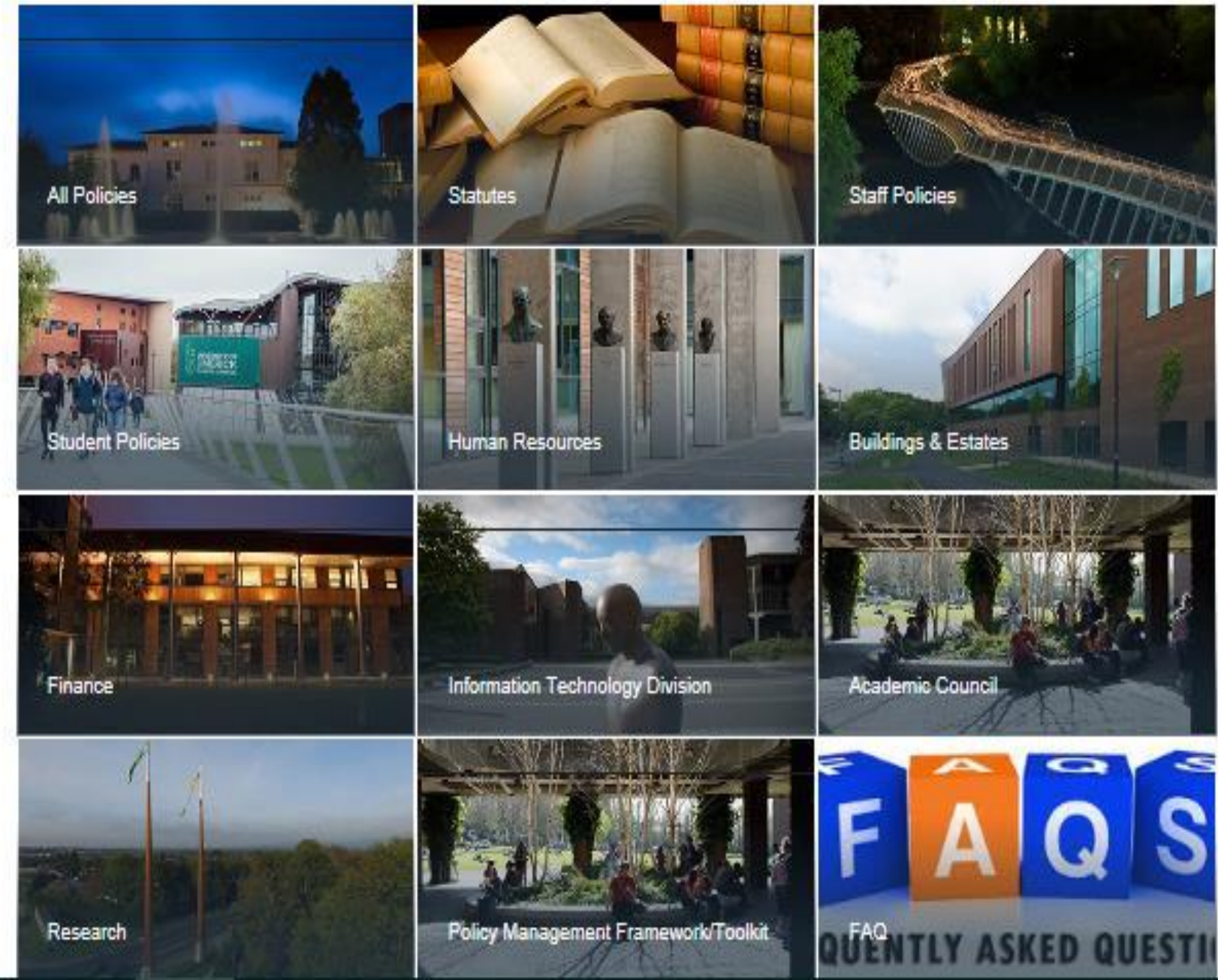
www.ul.ie/policy-hub

- Single authoritative location for University Statutes & Policies.
- Policy Management Framework & Toolkit for development / revision of UL Policies.



Welcome! The University of Limerick Policy Hub is the single authoritative source for the University's Statutes and Policies. Statutes and Policies can be accessed by clicking on the tiles below.

The Policy Management Framework and Policy Framework Toolkit are targeted at those responsible for developing and revising policy documents. They contain a variety of links to information that will assist in the policy development and review process.



UL Contract Signing Policy

www.ul.ie/policy-hub

- Applies to all written contractual arrangements to which the University is a party
- Lists **authorised signatories** who are **permitted** to sign contracts etc on behalf of University
- Sets out **due diligence checks** that must be done prior to sign off.

Extract for illustrative purposes:

Category	Chancellor	President	Provost & Deputy President	VP Research	VP UL Global and Community Engagement	Chief Corporate Officer	Chief Financial and Performance Officer	Executive Dean	Director, HR	Corporate Secretary	Director, TTO	Director, Research Support Services	Director, ITD	Director, Library & Information Services	Director, Buildings and Estates
Miscellaneous software/hardware agreements ≤ €100,000		✓											✓		
IT Licencing & Service Agreements ≤ €100,000		✓											✓		
Library related agreements Contracts for the acquisition of Collections/Other Library related contracts ≤ €100,000		✓												✓	
Agreements for insurance policies and cover		✓													✓
All Buildings & Estates related utility contracts ≤ €100,000		✓													✓
All Buildings & Estates related services contracts ≤ €100,000		✓													✓

Refer to Policy & any queries arising – contact legal@ul.ie

Policy for Conflicts of Interest

- Management & avoidance of conflicts of interest at the University.
- See also the Code of Conduct for Employees

QUERIES to: legal@ul.ie

Protected Disclosures Policy & Procedures

- Process to facilitate workers to raise concerns about significant matters they believe to be true in relation to wrongdoing by an individual(s) within/connected to the University. Note that there are other channels available to UL employees to raise issues of concern.

QUERIES to: corporatesecretary@ul.ie

Legal Services Unit

- In-house legal advice & support for University legal matters.
- Includes dedicated legal advice & support to Office of VP Research in the management of research agreements

www.ul.ie/corporatesecretary/legal

- Legal Advice Procedure
Includes steps for procuring In-house legal advice
- Legal Services Operating Model
Includes procedures for engaging external legal services

Gives info on which staff members are authorised to seek external legal advice in line with the Legal Services Framework

Data Protection



Primary objective of data protection law is to **protect an individual's right to privacy**

- UL must comply with Data Protection Acts and GDPR (General Data Protection Regulation).
- We must process personal data fairly, legally, securely and transparently.
- Individuals have the right to access their personal data, object to processing of their data etc.

Data Protection and UL

- Each of you is responsible for complying with data protection requirements in your area
- What do you need to do?
 - Data Protection Training within your first 6 months
 - Familiarise yourself with Data Protection Policy (on Policy Hub)
 - Familiarise yourself with Data Protection Sharepoint Site [Data Protection - Home](#)
[\(sharepoint.com\)](#)
- Any questions, please contact the Data Protection Officer at dataprotection@ul.ie

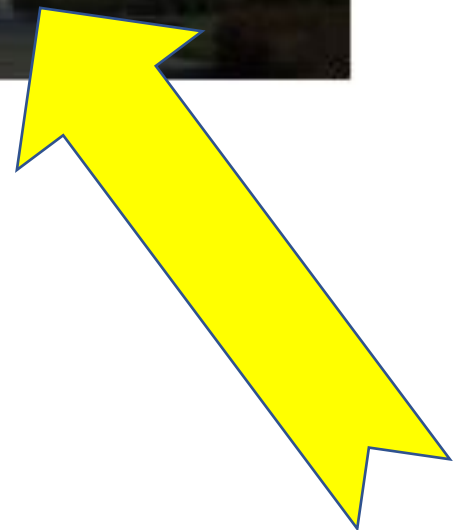
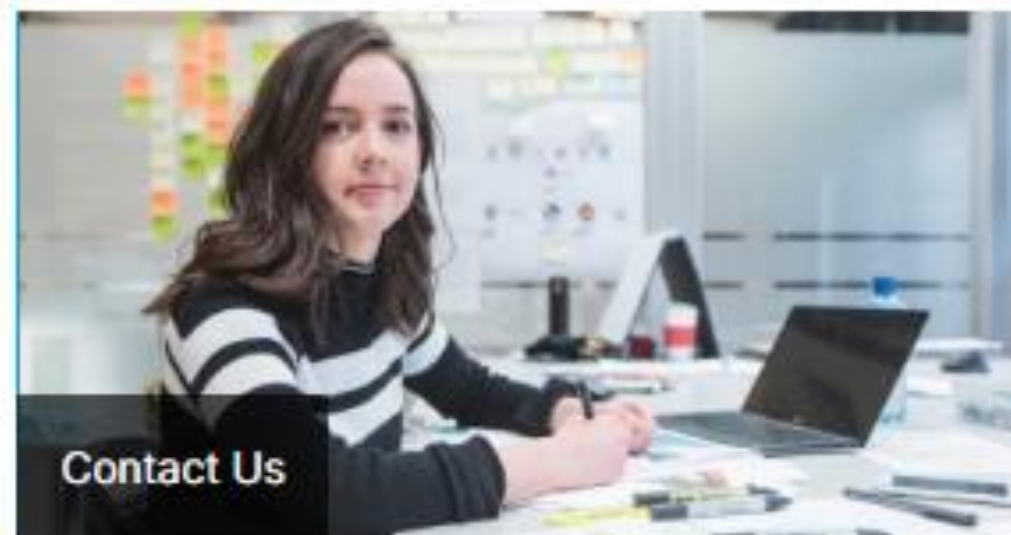
Day to Day Compliance:

www.ul.ie/dataprotection

Data Protection

[Home](#) | [Data Protection](#)

Welcome to the University of Limerick Data Protection page.





Data Protection

★ Following Share

Home

+ New Page details Analytics

Published 9/12/2022 Edit

Personal Data Breaches

Keeping Personal Data Se...

Data Protection Impact A...

Third Parties

Personal Data Inventory

FAQ

Data Stewards

Data Protection Ireland J...

Site contents

Staff Guidance

Procedures

Recycle bin

Edit



Personal Data Breaches



Data Protection and Research



Keeping Personal Data Secure



Data Protection Impact Assessment (DPIA)



Third Parties/Data Transfers



Data Protection Journal Ireland



Personal Data Access Request

Information & Compliance

Information and Compliance

Freedom of Information >

Records Management >

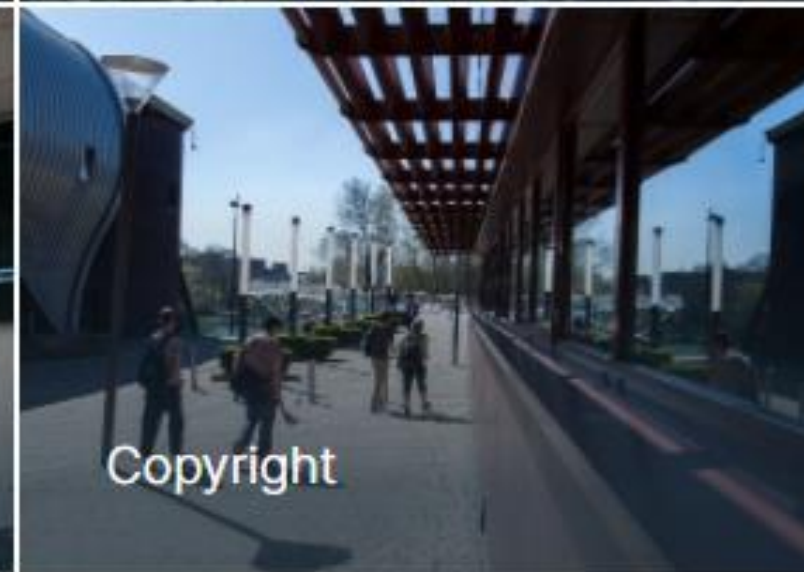
Disability Act >

Official Languages Act >

Copyright >

Environmental Information >

The Corporate Secretary is responsible for ensuring processes are in place to enable compliance with a range of legislation etc (listed below). Additionally, the Corporate Secretary is the designated contact point for any matters arising in relation to the Ombudsman Act and the Ombudsman for Children Act.



www.ul.ie/corporatesecretary/information-and-compliance

Records Management

Records created/received in course of business are:

- official records of University (any format / any location)
- subject to UL Records Management Policy (www.ul.ie/policy-hub)

Records Management: application of controls/procedures to creation, maintenance, use & disposal/archive of records

e.g. naming, filing & storage, access control, security, back up procedures, protection of vital records, appropriate use of UL devices / systems, email management, records retention, appropriate disposal

Records Management Policy states:

*“information contained in ... records serves as **evidence of functions executed and activities performed**, and comprises a **vital source of knowledge** regarding how and why decisions were taken.”*

Responsibility for records management lies with each Department/Office/Unit.

Records Management:

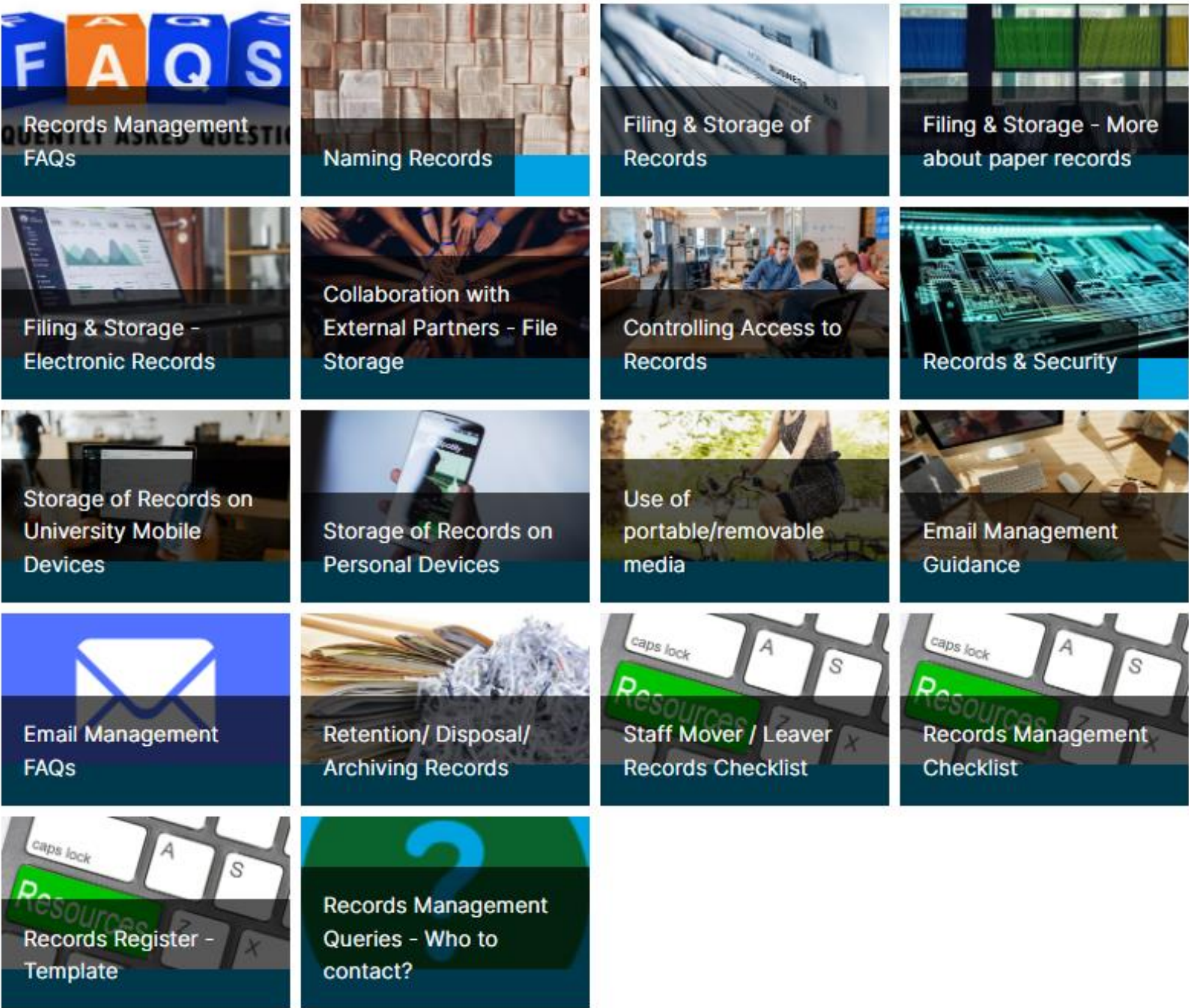
Records Management Policy - www.ul.ie/policy-hub

Visit www.ul.ie/recordsmanagement for

- UL Records Classification & Retention Schedule
- Records Management FAQs, guidance

3. Acad 3.1 Facultie

General classes of records held by University Faculty/Academic Departments	Clas
Copies of records relating to grading / marking of individual components of a module / course, held with Dept / by academic staff *	Col
Correspondence with students by letter, email etc which issues via Academic Department	Col
Student Attendance / Rollicall records	Col
Student Attendance Records - Covid-19 Contact Tracing Purposes	Col
Student Attendance Records – where required for academic assessment purposes refer also to “Records which contribute towards module grade”	Col
Student medical / sick certificates	Col



Freedom of Information

University of Limerick is subject to the FOI Act 2014

The Act provides legal right for persons to:

- **Seek / Obtain access to records held by public bodies;**
- **Amend, delete or correct one's own personal information;**
- **Obtain reasons for a decision that affects oneself.**



Number 30 of 2014

FREEDOM OF INFORMATION ACT 2014

www.ul.ie/foi

*“Subject to this Act,
every person has a right to and shall, on request therefor,
be offered access to any record
held by an FOI body”*

Subject to exemptions...

Visual Arts

Responsible for:

- Care, custody and placement of the art collections on the University Campus
- Managing the programme of exhibitions/lectures in the Bourn Vincent Gallery.

<https://ulsites.ul.ie/visualarts/>





Need more information or have a question?
Contact Corporate Secretary's Office:

Email:

dataprotection@ul.ie

foi@ul.ie

recordsmanagement@ul.ie

corporatesecretary@ul.ie

policyhub@ul.ie

riskmanagement@ul.ie

legal@ul.ie

Web:

www.ul.ie/corporatesecretary

www.ul.ie/dataprotection

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