

How to Complete your Diversity Profile

1. Go to www.tcd.ie/hr, and click on **Core Portal**.
2. If prompted for your college username and password, enter them and click **Sign In**.
But generally the system will log you on automatically.
3. Click on **My Profile** on the top-right-hand side of the screen.
4. Click on **Diversity** in the left-hand menu. There are two screens: **Background** and **Disability**.
5. Select your answers from the drop-down menus, and click **Save** to save your responses.

PRIVACY NOTES

- Completion of the Diversity Detail screen is entirely voluntary. The legal basis for collecting this information is consent; please read these notes to ensure your consent is informed.
- You can change or delete the information you've shared in your Diversity Detail at any time.
- The Equality Officer can only view responses to the Diversity Detail at an aggregate level, as anonymous statistics.
- These statistics are collected for the purpose of informing College policy on equality, diversity and inclusion (EDI); ensuring that Trinity systems, activities etc. are fit for its diverse community. They are also used to measure the success of EDI initiatives.
- Annual statistical reports are presented to Equality Committee and Board, and published online - see <http://www.tcd.ie/equality/reports/annual-equality-monitoring-reports/>.
- Only the HR Data Manager and Report Master can access individual responses to the Diversity Detail screen, and they would only ever access that information to check that technical processes are running correctly. As with all personal HR data, they treat this diversity data with the strictest confidence. It is not shared with any other university office or any parties outside the university. So individual responses to the Diversity Detail cannot be accessed by anyone with the authority to take a decision relating to that staff member.
- The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation.
- Queries about the processing of personal data in the Diversity Profile can be directed to the HR Service Desk (hr@tcd.ie, 896 3333). If you wish to make a complaint about the processing of your personal data please contact the Data Protection Officer at dataprotection@tcd.ie.