



PRIVACY NOTICE – Library Services

Osmosis services – short privacy notice

1. Foreword

This short privacy notice explains how personal data may be processed in connection with Elsevier services (Osmosis) under the agreement. TUS will generally act as the data controller for the personal data it holds, and Osmosis will act as a processor where it processes personal data on TUS's behalf.

2. Statement contents

This notice sets out: what personal data may be processed, how it is obtained, why it is used, the legal basis for processing, who it may be shared with, how long it is kept, your rights, where it may be held or transferred, and how to contact us or make a complaint.

3. What information we collect about you

The personal data processed under the agreement may include personal data submitted by you, or TUS at your request, in connection with the relevant Osmosis services. Depending on the service, this may include identifiers, contact details, usage-related data, and any other personal data contained in content or records uploaded to, or generated through, the service.

4. How we collect your personal data

We collect or receive personal data primarily from TUS users, administrators, and authorised personnel when data is entered into, uploaded to, or otherwise used with Osmosis services. Osmosis may also process personal data on documented instructions from TUS as part of providing those services.

5. The purpose and legal basis for processing your personal data

Personal data is processed for the purpose of providing, administering, securing, supporting, and improving the contracted services, and for related compliance, audit, and record-keeping requirements. The legal basis is Consent (to register with the service) and performance of a contract (following registration with Osmosis as a student of TUS).

6. Who we share your personal data with

Your personal data may be shared with Osmosis and its authorised sub-processors where necessary to deliver the services. Osmosis must ensure that any sub-processor is subject to equivalent data protection obligations. Personal data may also be disclosed where required by law or where necessary to protect rights, security, or compliance obligations.



7. How long we retain your personal data

Personal data will be processed for the duration of the services and retained only for as long as necessary in line with the agreement, TUS retention requirements, and applicable law. At the end of the service provision, personal data will be deleted or returned, unless continued retention is required by law.

8. Your rights and how to exercise those rights

You have rights under data protection law, including the right to access, rectify, erase, restrict, object, and, where applicable, data portability. Where Osmosis receives a request directly and is acting as processor, it may redirect the request to TUS. To exercise your rights, please contact the TUS Information and Data Compliance Office at datacompliance@tus.ie.

9. Where we hold your data

Personal data may be stored and processed in the locations used to provide the Osmosis services. Where personal data is transferred outside the EEA, UK, or Switzerland, appropriate safeguards will be applied in accordance with applicable data protection law, including recognised transfer mechanisms where required.

10. Further information

If you have any questions about how your personal data is processed, or if you wish to exercise your rights, please contact the TUS Information and Data Compliance Office at datacompliance@tus.ie.

11. Data Protection Commission

If you are unhappy with how your personal data is being processed, you may contact TUS first using the details above. You also have the right to lodge a complaint with the Data Protection Commission.

12. Changes to this statement

We may update this privacy notice from time to time to reflect changes in the services, legal requirements, or how personal data is processed. The most current version should be retained with the relevant agreement documentation.