



**Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh**

Regulating Health +
Social Care Professionals

Online Voting

Guidance for Registrants

May 2024

An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh
Health and Social Care Professionals Council



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About CORU

CORU is Ireland's multi-profession health regulator.

Our role is to protect the public by promotion high standards of professional conduct, education, training and competence through statutory registration of health and social care professionals.

CORU was set up under the Health and Social Care Professionals Act 2005 (as amended). It is made up of the Health and Social Care Professionals Council and the Registration boards, one for each profession named in the Act.

Requirement for Elections

As part of its statutory objective to protect the public, CORU requires professional (registrant) members to be elected to registration boards. This is based on section 28 of the Health and Social Care Professionals Act 2005. A number of categories are elected roles, this includes;

- A registrant engaged in the practice of the profession
- A registrant engaged in the management of services provided by the profession
- A registrant engaged in the education/training of the profession

Elections only apply to established registration boards that have successfully passed the transition phase (also known as grandparenting).

Professional members are appointed for a period up to four years and may seek re-nomination for a second term. The terms expire at differing periods, this allows for consistency in the board's decision making. The category of member being sought is advertised and notified to those eligible to seek nomination.

Byelaws

Each registration board has election byelaws that determine the rules of the registration board elections. These are available on the CORU [website](#).



Nomination Process

To be successfully nominated as a candidate for election, there is a dedicated Nominations Process to follow.

This involves submitting a completed hard copy signed nomination form and declaration, further information is available in the Election Nomination Procedure and Guidelines document.

Online Voting and Security

Should the number of candidates be in excess of the number of vacancies, a poll shall be held in respect of that category and will be declared by the Returning Officer.

Civica (CES) Voting will provide online voting services for the CORU elections. CES Voting are based in the UK and have conducted election services for many organisations including Irish healthcare regulators.

How to use Online Voting?

These instructions are designed to make the voting process as straightforward as possible. To cast your vote online, you simply follow the steps below.

The timeline that the online voting process is open for is available on the CORU website and email received.

Steps:

1. Email Communication – Link for portal and pins
2. Login to the election portal
3. Online Voting Dashboard
4. Candidate Details
5. Cast your vote
6. Confirmation of vote
7. Log Out



1 - Email Communication:



Dear [Name],

As provided for in the Dietitians Registration Board Elections Bye-Law 2023 you are invited to vote for candidates in the following election category;

Category 1: Registrant who is engaged in the practice of the profession.

Please note that:

You are listed on the Dietitians Registration Board Register as of [Date, Month] 2023 and are eligible to vote in this election.

Information on the candidates (as provided by the candidate) is available within the voting link.

Voting will take place electronically and is being administered by Civica Election Services. Guidance is available within the elections portal (by clicking the link) and on the CORU website.

The vote will open from 12 midday on X by [clicking this link](#). The closing date for receipt of your ballot papers is 12 midday on [Date, Month] 2023.

Yours sincerely,



Making democracy happen

Civica Election Services (CES) is a trading name of Civica Election Services Limited, a Civica Group company, registered in England and Wales with company number 02263092. www.cesvotes.com/emaildisclaimer

[Unsubscribe](#)

All those eligible to vote, (those on the register as of the Returning Officers Declaration) will receive an email from CES voting. Within the email, each registrant is provided with a unique login and secure PIN in order to access the voting page.

The email outlines the registration board, the election category, along with the closing date.

Civica will send an initial email to those eligible, followed by a reminder email after a period of 2 weeks.



2 - Login to the election portal:

Ag Rialáil Gairmithe Sláinte agus Curaim Shóisialtaigh
Regulating Health + Social Care Professionals

Registration Board Elections 2023

Please enter both parts of your Security Code below.

You can vote online until Monday 12 February 2024 at 5PM.

🔒 Security Code Part One

🔒 Security Code Part Two

[Log In](#)

Where is my security code [?](#)

[Help](#) | [Policy Statement](#) | [Accessibility](#)

You will receive an email inviting you to vote as part of the election. As part of this, you will receive secure PIN to access the voting portal. Once logged on via the link enter your secure PIN, this is unique to each registrant. The link cannot be used if forwarded to another individual and can only be used once.



3 - Online Voting Dashboard:



Registration Board Elections 2023

Dietitians Registration Board

As provided for in the Dietitians Registration Board Elections Bye-Law 2023, you are invited to vote for candidates in the following election category:

Category 1: Engaged in the practice of the profession

Please note that:

- You are listed on the Registration Board Register as of X 2023 and are eligible to vote.
- Information on the candidates (as provided by the candidate) is available below within the statement box. To view each statement, click the button next to their name below
- In order for your ballot to be valid you must fully complete and submit your vote before the closing date
- The candidates are listed in alphabetical order. When you are ready, click the 'Next Page' button at the bottom of this page. You may need to scroll down to see this button.

Candidates are listed in alphabetical order.

- Click the box next to your chosen candidate. You may vote for one candidate only.
- The closing date for receipt of your ballot papers is **midday (12pm) on Monday X 2023**.
- Additional guidance on the Registration Board elections and the byelaw is available [on screen](#).

Candidate	Name		Vote
	Mary Murphy	Statement	<input type="checkbox"/>
	Patrick O'Reilly	Statement	<input type="checkbox"/>

[Next Page](#)


[Help](#) | [Policy Statement](#) | [Accessibility](#)

Once logged into the elections portal (above), you have an overall view of the candidates within the category, along with instructions on how to vote with a copy for the elections byelaw available as a resource within the portal.



4 - Candidate Details:

Mary Murphy



Mary Murphy is a registered dietitian and public health nutritionist. Mary graduated as a dietitian from Trinity College Dublin / Dublin Institute of Technology in 2004. Mary went on to complete a Master of Science in Clinical Nutrition and Dietetics from the National University of Ireland UCD in 2008.

Mary began her career in St. James Hospital covering a wide range of areas and now works in Tallaght University Hospital. Mary is actively involved in a number of Health and Social Care forums within the hospital and has an active interest in protecting the public.

[Close](#)

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Name		Vote
Mary Murphy	Statement	<input type="checkbox"/>
Patrick O'Reilly	Statement	<input type="checkbox"/>



[Next Page](#)

Each candidate has been verified via the nominations process and declared by the Returning Officer to be a candidate for election. They may have provided a biography/image to support their election. This biography will be provided as a link within the statement button, just click on the statement button to read and click the X in the right hand corner of the screen to exit.

The biography of the candidate has been submitted as part of the nomination process, this may include an image.




5 - Cast your vote:

Candidate	Name		Vote
	Mary Murphy	Statement	<input checked="" type="checkbox"/>
	Patrick O'Reilly	Statement	<input type="checkbox"/>


[Next Page](#)

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Once you have reviewed the candidate's information and you are satisfied with the selection, once satisfied with your selection click on the vote box for your preferred candidate and click next page.

6- Confirmation of vote:

 **Ag Rialáil Gairmithe Sláinte agus Cúraim Shóisialaigh**
Regulating Health + Social Care Professionals

Registration Board Elections 2023


You have voted for the following candidate:

Candidate Name
Mary Murphy

To confirm, click the **Submit** button below. Otherwise, click **Previous Page**. Once you submit, you cannot change your vote.

[Previous Page](#) [Submit](#)

[Help](#) | [Policy Statement](#) | [Accessibility](#)



On the next page the portal will ask you to confirm your choice based on your selection, you may continue by submitting or if you wish to change your mind you can exit to the previous page.



7 – Log Out:

The screenshot shows the CORU logo and name in the top left corner, with the text 'Ag Rialáil Gairmithe Stáinte agus Cúraim Shóisialaigh' and 'Regulating Health + Social Care Professionals' below it. The main content area is titled 'Registration Board Elections 2023' and contains the following text: 'You have confirmed your selection and your vote has been recorded.' and 'Thank you for voting.' A blue 'Log Out' button is located on the right side of the confirmation message. At the bottom of the page, there are links for 'Help | Policy Statement | Accessibility' and the CES logo.

Once you have submitted your vote, you will receive a confirmation on the voting portal that your vote has been recorded. You may log out of the platform.

Accessibility:

Those who have difficulty in accessing a device should contact the CORU Appointments unit at appointments@coru.ie for further information.

Declaration of Result

The count will be held after the deadline of the ballot. Our Online Voting provider will provide the data once all votes are counted.

A declaration will be undertaken by the Returning Officer (or appointed deputies, this will be published on the CORU website, and candidates will be notified).



Important Data Protection Information

CORU is committed to the principles of Data Protection.

To conduct an election, personal data is required.

CORU's processing of personal data in this instance is necessary "for compliance with a legal obligation" and "for the performance of a task carried out in the public interest and in the exercise of official authority" as provided for in Article 6 (c) and Article 6 (e) of the General Data Protection Regulation (GDPR). The GDPR is available on the website of the Data Protection Commissioner, www.dataprotection.ie.

The Health and Social Care Professionals Act, 2005 (as amended) is our primary governing legislation. Each Registration Board makes its Bye-Law dealing with the Elections of Members for Appointment the Registration Board. The Bye-Laws are available on the CORU website, www.coru.ie. CORU also processes personal data in compliance with the Data Protection Act, 2018 and the Data Sharing and Governance Act 2019. That legislation is available on the [Irish Statute book website](#).

CORU's own [privacy statement](#) is available on the CORU website, www.coru.ie.

CORU will take all appropriate technical and organisational measures to ensure the security of your data.

Sharing the personal data you provide during this process

CORU will release personal data when we are required to do so by law.

CORU may also share information with necessary third parties on occasion, namely government departments and government bodies that provide funding to CORU or have an interest in CORU's activities. Information may be passed to government departments and government bodies for research, statistical or analysis purposes. Personal Data may be transferred to the United Kingdom as part of the online voting process.



Data processors

CORU uses external service providers in some instances to carry out certain activities or services on our behalf. These can include Scrutineers, Alternate Scrutineers, providers of ICT support services, providers of graphic design services for creation of ballot papers, providers of online voting and providers of legal advisory services and auditors. Sometimes in order to perform these services our suppliers require access to some of the personal data CORU holds.

Data Protection Rights

Some of these rights do not apply or may be limited where CORU uses personal data to enable us undertake a task in the exercise of our official authority or in the public interests. For example, rights may be subject to restrictions in the following ways:

- Individuals rights may be limited by the legal requirements in the Health and Social Care Professionals Act 2005 (as amended) which can include CORU's obligation to protect the titles designated in our Act or process complaints under Part 6 of the Act.
- CORU is using personal data to carry out our statutory functions, because there are strong public interest and patient/service user safety grounds for us to process personal information in order to carry out our role.
- Individuals data protection rights may be restricted by the rights and freedoms of third parties.
- CORU has another legal or regulatory requirement to use personal information in a particular way.

Right of access

An Individual can make a subject access request by writing to the Data Protection Officer using the [details given here](#) or by contacting DPO@coru.ie.

Right to rectification

An Individual can request that CORU correct their personal data if they believe the data in a nomination form that CORU holds is inaccurate. However this request



must be made in writing and must explain the reason for the inaccurate information contained in the original submission to CORU.

Right to erasure

Please note that the right to erasure under GDPR does not apply if the use of personal data is necessary to enable CORU undertake a task carried out in the exercise of our official authority or in the public interest.

Please note that the right to erasure is not an absolute right and CORU may decline a request where we have a lawful basis to do so. In the event that this occurs, we will explain our legal basis for so doing.

Right to restrict processing

If an Individual raises a concern about our processing of their personal data, they can ask to restrict the way that CORU uses their data while we consider their concern. An Individual must explain the reason for their concern in writing. Please be aware that if our processing of personal data is restricted, CORU may still be able to store personal data if we have a lawful basis to do so. Please note that the right to restrict processing is not an absolute right and we may decline an Individual's request where we have a lawful basis to do so. In the event that this occurs, we will explain our legal basis for so doing.

Right to object

CORU is required by law to undertake certain tasks in the public interest. If processing personal data is needed to perform these tasks it is likely that CORU will be unable to agree to stop processing the personal data. CORU may also refuse to stop processing personal data if we can demonstrate that our reasons for processing personal data are more compelling than the Individual's reasons for wanting CORU to stop.

Right to data portability

This right only applies when data processing is carried out by automated means. As CORU does not process personal data in this way, this right does not apply to the data CORU holds.



Rights in relation to automated decision making and profiling

CORU does not use personal data to carry out any personal profiling or automated decision-making.

Our response

If an individual chooses to exercise any of their rights as a Data Subject, CORU will respond to that request within one calendar month. If their request is particularly complex or large, CORU may extend this timeframe by a further two months. CORU will inform the Individual if we need to extend our response time.

If CORU cannot comply with the request of an Individual, we will let them know why.

The Data Protection Commission

An Individual has a right as an Individual to lodge a complaint with the Data Protection Commissioner if they think that CORU has not processed their data in accordance with data protection legislation.

Retention of Data

Election materials are retained in accordance with the periods set out in CORU's Records Management Schedule.