



Terms of Use

Welcome to the eir/Core HR employee system. These terms of use constitute the agreement between eircom Limited and its affiliates (collectively “eir”) and you in respect of your use of the CoreHR system and any corresponding services. If you do not understand any of these terms of use, please contact HR People Services [hrpeopleservices@eir.ie] before using this system. You may not access the system or use any corresponding services (which may impact on eir’s ability to carry out certain employer actions e.g. pay expenses) unless you agree to abide by all of the terms and conditions in these Terms of Use.

By registering to access the CoreHR system, and in future completing other activities through the CoreHR system, you are agreeing to these terms of use. These terms of use may be amended, added to or reduced by eir from time to time and you will be notified of such changes. Your continuing access of the system or use of any corresponding services constitutes your agreement to such additions, removals and amendments.

1. Only eir employees are permitted to access and use the system. Any information provided by you must be (and you are responsible for ensuring that it remains) accurate, complete and up to date. You hereby confirm and acknowledge that all such information provided relates to you and you agree that eir will not be held responsible in any way for any claims or loss (whether to you or anyone else) arising from incorrect or incomplete information.
2. Any entries or changes made by you (including to your personnel, personal or financial details) on the CoreHR system are your responsibility. You must therefore ensure that you check any entries for accuracy before confirmation. Neither eir nor any of its affiliates will have any liability in respect of any such changes. It is important to note that any entry of inaccurate or incomplete data may impact on processing activities. For example, if you incorrectly update your bank account details this may impact the payroll process.
3. The system may only be used by you in your personal capacity as an employee of eir. No part of the system and no content may be copied, reproduced, republished, uploaded, posted, publicly displayed, encoded, decompiled, transmitted or distributed in any way to any other computer, server, website or other medium for publication or distribution or for any commercial enterprise.
4. You may not attempt to gain unauthorized access to any portion or feature of the system, or any other systems or networks connected to the system, or to any of the services offered on or through the system, by hacking, password “mining” or any other illegitimate means. You may not use the system or any content thereon for any purpose that is unlawful or prohibited.
5. eir takes its obligations under Data Protection legislation very seriously. Please read the Company’s [Personal Data Information Notice](#) for further information on how your data will be processed.
6. eir will treat any data entered in the system as confidential. Appropriate security measures (by reference to any data processing conducted) will be employed by eir and CoreHR.
7. You must not use/attempt to use another employee’s credentials (such as user ID and password) to gain access to any information on the system. You are responsible for the security and proper use of your credentials. You must not disclose your credentials to any third party (whether directly or indirectly) and you are responsible for any such disclosure.

You should note that you are fully liable for all use of your password and account, including any unauthorised use.

8. You are responsible for the confidentiality of anything you print off the system. You must ensure that you manage any hard copy documents that you generate in a secure manner. Neither eir nor any of its affiliates will have any liability in respect of loss or misuse of any such documents.

eir may (in its sole discretion) suspend or revoke your system registration if these terms and conditions are breached by you. In addition, any breach may be considered as a disciplinary issue and may result in sanctions up to and including dismissal.

eir reserves the right to do any of the following, at any time, without notice: (1) to modify, suspend or terminate operation of or access to the system, or any portion thereof, for any reason; and (2) to interrupt the operation of the system, or any portion of the system, as is necessary to perform routine or non-routine maintenance or other corrections.

Except where prohibited by law, eir will not be liable to you for any loss or damage, including but not limited to loss of profits, loss of business, loss of opportunity, loss of data, where such loss is arising out of or in connection with your use of or inability to use the system or any corresponding services or any action or decision made by you in reliance on the system and/or its contents or any unauthorised use or reproduction of the system and/or its contents.

These terms of use are governed by the laws of Ireland. The Irish Courts shall have exclusive jurisdiction over all claims and/or disputes arising out of or in connection with these terms, the system and/or any corresponding services.

For further details on using eir computers, email, the internet, social networking sites and data protection, please refer to HR policies on [eir Space](#).