



Data Protection Statement for Student Registration

The information Dundalk Institute of Technology will store about its students and student apprentices, how it will be used and other information about data protection.

This Data Protection Statement applies to all students registering for the academic year 2019/2020 and thereafter.

Understanding Data Protection as it relates to you as a student:

While you are a student at DkIT and after you cease to be a student, the Institute needs to collect, store, use and disclose certain data about you for purposes connected with your studies, including providing services to applicants, current students and alumni.

By registering at Dundalk Institute of Technology as a student, you consent to the Institute collecting, using and disclosing data about you for any purposes connected with your studies, your health and safety and for other legitimate reasons while you are a student, and also for certain purposes after you cease to be a student, as detailed in this statement.

In processing data about you, the Institute is obliged to comply with the Data Protection Act 2018. The Act sets out a framework within which information about individuals (data subjects) can be legally collected, stored, used and disclosed. This statement sets out the areas that will be of most relevance to students and to help students understand how information about them will be processed.

The Institute will store the following information:

The Institute will collect data about you in the course of our dealings with you as a prospective, current or former student. When you apply for a course place, when you register as a student and as your progress through your studies. In addition to the information you supply directly to us, we may also receive information about you from outside of the Institute such as data received from the CAO relating to your course application or from other Third Level Institutions if you are transferring from another college. As a prospective student, current student or former student, the following are examples of the data, which the Institute may hold about you:

- Your name
- Your contact details

- Your PPS number
- Your next of kin details
- Your date of birth
- Your nationality
- Your ethnic origin and related information you give us
- Your academic background and qualifications
- Your academic record while at the Institute including details of any awards made to you
- Any disabilities or special needs which you have disclosed to us
- Medical information such as information retained by the Health Unit or Student Counsellor
- Fee information including grant/sponsorship details
- Details on your use of the Institute facilities such as the Library
- Any disciplinary action taken against you
- A digital photograph of you used for security purposes and access to facilities such as the Library, and DkIT, sports for example.

How we will use your data:

The Lawful basis that we will be processing your data under will be consent and legal obligations. You have given the Institute your consent to the processing of your personal data in the context of the Institute being able to deliver its services to you as a potential, current or former student. You can withdraw your consent to the Institute processing some of your details at any time however this may influence the range of services that the Institute can offer. The Institute also has legal obligations to fulfil in that we have to for example, produce statistics and surveys with regard to the relevant provision of services, meet equality and diversity obligations, and administer financial records for audit.

The Institute will only use your data fairly and lawfully in accordance with our obligations under the Data Protection Act. This means we will process your data in a way, which respects the Data Protection Principles and your rights as a data subject under the Act.

We are required to keep your data secure. This means that we will respect your confidentiality and take appropriate measures to prevent unauthorised disclosure of your data.

The following are examples of how your data is likely to be used although this is not an exhaustive list:

- To administer your studies and record academic achievements – eg your course / subject choices, examinations and assessments and results.
- To assist in your student welfare needs – eg your access to medical assistance, counselling service and services to students with disabilities.
- To assist in your access to facilities such as computing and printing facilities, sports and clubs and the Library.
- To administer the financial aspect of your student registration such as payment of fees and debt collection.
- Research will be conducted and statistics produced to assist management in the effective provision of courses and services.
- The Institute has to monitor its equality and diversity policies to adhere to Equality legislation.

- To contact you with regard to tailored placement information which may form part of your studies. To advise you of career opportunities.
- To contact you by email or SMS Text with regard to relevant Institute business or in the case of an emergency on campus.
- To communicate necessary details of support to applicable students.
- To communicate to you with regard to relevant activities such as a reminder to complete student surveys.
- To administer employment processes – should you be provided with an opportunity to work for the Institute during your time as a student.
- For security and disciplinary purposes.
- For internal and external audit purposes.
- For quality assurance purposes.
- For DkIT internal marketing and alumni relations purposes.

The majority of data held will be in written form – paper or electronic. The Institute also takes photographs on campus and during events and may also record lectures, seminars, tutorials, presentations and other events. The student data held may therefore also include captured visual images of students and audio recordings of their voices. As the Institute may record lectures, performances and other events, such as presentations delivered by its staff or students, such recordings will include words spoken by students or performances given by them. You are also giving us permission to record any words that you may speak or performances that you may give in lectures, presentations or other events which are recorded and also consent to us making any such recordings available to other students for teaching and learning purposes.

Sharing your data:

Dundalk Institute of Technology will only share information about you in accordance with your consent as detailed in this statement or where disclosure without your consent is required or permitted by law. The following outlines the major organisations and the most common circumstances in which we disclose data about students.

Student Union: We will supply only relevant minimal data for verification purposes to the Students Union to facilitate your membership of it and access the service they provide. The information shared will be name, programme of study/Department, student ID and email address.

Higher Education Authority:

DkIT will send some of the information we hold about you to the HEA (Higher Education Authority). This data forms your HEA student record, and allows them to perform their statutory functions under the Higher Education Authority Act 1971. As part of these functions, they share your student record with the following Departments:

- Department of Education and Skills
- Department of Enterprise Trade and Innovation
- Department of Social Protection
- Central Statistics Office

Who use your HEA student record (anonymised data) to perform their statutory functions and produce statistics connected with education in the Republic of Ireland. Your HEA record will not otherwise be used in any way that affects you personally. All of the above bodies are bound by the Data Protection Act to process your data fairly and lawfully.

Irish Survey of Student Engagement (ISSE)

This is an annual survey for taught students (first year and final year undergraduate, and taught postgraduate) opens each year during February – March for a three-week fieldwork period that is specific to each institution. This survey began in 2013. The survey asks students about their experiences of higher education. It is designed to inform developments within institutions while also providing a national set of data - "National Survey, Local Impact"

The survey runs in Feb/Mar (semester two) to ensure that first years have enough experience of higher education to comment in an informed way, while avoiding the additional demands on all students' time towards the end of the academic year.

The related survey for postgraduate research students (Research Masters and PhD) also opens each year during February – March for a three-week fieldwork period that is also specific to each institution. The survey seeks to focus on students' experiences during their research degree. The questions have been designed to match the experiences of research students and have been pre-tested with groups of research students in a range of institutions.

Funding Bodies and Sponsors: The Institute may disclose student information to the Student Loans Company, Student Universal Support Ireland (SUSI) and any other financial sponsor – including your Embassy if relevant – to enable financial matters including the clarification of fee status to be determined. Disclosure to such organisations will only be made where there is a legitimate reason for doing so.

The Institute will not share data about you to other bodies or individuals who have funded your education such as your employer (with the exception of Apprentice students' employers/SOLAS) or parents unless you advise us that it is in order to do so. If you are however under the age of 18 you consent to the Institute discussing matters relating to your studies including financial matters with a parent / guardian.

Study Abroad: If your course involves spending a period of time at an educational institution outside of DkIT or if you have come to DkIT as a visiting student, we may need to share your data with the other institutions involved in the exchange (within or outside of the European Economic Area). This sharing will be done for the administration of the visit or exchange or study abroad and so that the other institution can carry out its duties in regard to administration of your studies. If you are involved in a visit/exchange/study abroad then you consent to the Institute transferring data about you as necessary for purposes connected to your studies.

References and confirmation of qualifications: The Institute may release data to the QQI (Quality and Qualifications Ireland) for qualification validation. We may also release data about you in response to a request for a reference which must be pre-approved by you. We may also disclose

confirmation of your qualifications to another higher education organisation or government agency for the purpose of verifying the data about you.

Visas and Immigration: *This information pertains to students who require a visa to enter Ireland to study at the Institute.*

We are required to record the nationality of students, date of birth and gender to comply with our legal obligations to the Irish Naturalisation and Immigration Services (INIS) to assist with visa application and processing procedures and therefore will normally provide information about applicants and students when requested to do so by INIS. To assist in preventing immigration fraud the Institute is also legally required to report details of students subject to immigration control who fail to register, who discontinue their studies or who fail to maintain contact with the Institute. The Institute may from time to time receive enquiries from INIS regarding the status of applicants or students. For example to check whether an offer of a place has been made or a student has registered. The Institute may also maintain a register of attendance to meet requirements placed on us by INIS.

Other disclosures:

- Your name and PPS number will be shared with the Department of Social Protection for verification purposes and Revenue Commissioners if appropriate, as per our legal obligation.
- Work placement providers – minimal information will be shared to enable you to take up your placement as part of your course of study
- If you are an student Apprentice the Institute may regularly share data with your employer and SOLAS with regard to your attendance, payments and results.
- Professional and regulatory bodies whom you may be required to register with where programmes are accredited. Examples would be ACCA, Institute of Engineers of Ireland, An Bord Altranais. Minimal information shared such as name and student number.
- Disclosure to law enforcement agencies where necessary for crime prevention or detection.
- Disclosure to public and local authorities for purposes connected with fraud or violation of public laws such as littering for example.
- Minimal disclosures may occur during Institutional, Programmatic or other quality assessment reviews to the reviewing board.

What are your responsibilities?

Dundalk Institute of Technology will make every reasonable effort to keep your details up to date. However, it is your responsibility to provide us with accurate information about yourself when you apply and when you register and to let us know of any subsequent changes to your details such as changes to your name or address.

Your rights

Under the Data Protection Act you have a number of rights in respect of the information which the Institute holds about you and how we can process that information. These include:

- The right to rectification – to have any inaccurate or incomplete personal data rectified.

- The right to erasure of personal data. This will only arise where there is no legitimate reason for the Institute to continue to process the personal data. If you exercise your right to erasure DkIT are still obliged to retain a set of core personal data which for alumni will include, name, programme of study and subjects studied, graduation details, date of birth and student ID number to maintain your education details for archive purposes. It may be necessary to also retain some financial records about you for a period of time for reporting and audit purposes.
- The right to restrict processing of personal data. Individuals have the right to block the processing of their personal data by the Institute in specific situations.
- The right to data portability. Students have the right to request the provision of some elements of their information in digital form in order to provide it to other organisations (for example their academic progression data).
- The right to object. You can object to the processing of your personal data by DkIT in certain circumstances including the sending and receipt of direct marketing material.
- The right to object to automated decision making and profiling. You have the right to object to decisions taken by automatic methods without a human intervention in some circumstances.

Obtaining advice or further information:

If you wish to activate your rights in respect of the information the Institute holds/processes on you or if you would like to discuss any of the above further, please contact your relevant academic administration office or the Data Protection Office on dataprotection@dkit.ie or you can consult the Institute's Data Protection Page on <https://www.dkit.ie/about-dkit/legal/data-protection.html>.