

DkIT COVID-19 Laptop Loan Scheme Guidelines

Application Guide 2021

Important Information for All Applicants

This Applicant Guide sets out the information each applicant requires in order to make an application to the DkIT COVID-19 Laptop Loan Scheme.

You are only permitted to make one application for this initiative.

Please read this Guide carefully and pay particular attention to supporting documentation that has to be uploaded.

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Section 1

Information on the

DkIT COVID-19 Laptop Loan Scheme

"For the academic year 2021/2022, this scheme is only open to **First years**"

The HEA (Higher Education Authority) has provided funding to individual third level colleges to allow for the purchase of ICT (laptops and other devices) to be given to student on loan.

Students who receive this support

1) must be able to demonstrate a "verifiable financial need" for this support (see below*)

AND

2) must also be a member of one or more of the following target groups (i.e. both conditions must be met):

- *Students disadvantaged by socio-economic barriers (highest level of support from SUSI / BTEA)*
- *First-time mature students*
- *Students with disabilities (the NAP prioritises physical / mobility / sensory disability)*
- *Part-time/flexible learning students*
- *Students who hold further education qualifications*
- *Students who are members of the Traveller / Roma communities and minority ethnic groups*
- *Lone Parents*

Successful applicants will be given an electronic device (laptop / tablet/ other) ON LOAN. The device remains at all times the property of DkIT. Financial support is not available as an alternative – the initiative is solely related to the provision of ICT devices on loan. As devices will be given to successive students on loan (e.g. after the first recipient graduates), it follows that the devices and software provided on same will be general and not highly specialised to the individual's programme of study.

DkIT have a limited number of devices available to loan to student under this initiative. We expect demand will exceed supply therefore only those on the lowest level of income are invited to apply:

***"Verifiable financial need"** – applications will only be considered from those student who are a) in receipt of BTEA or a means-tested Department of Employment Affairs and Social Protection (DEASP) payment (e.g. Disability Allowance, etc.) or b) who are in receipt of the Special rate of SUSI (€5,915 non-adjacent rate, €2,375 adjacent rate) or the 100% maintenance rate of SUSI (€3,025 non-adjacent rate, €1,215 adjacent rate).

Each application to the DkIT COVID-19 Laptop Loan Scheme will receive a communication with the result of that application – however, as this is a new scheme and the volume of applications unknown, no deadline can be set for that communication at this time. DkIT will assess applications using the documentation (evidence) supplied and reserves the right to seek further evidence and clarification as required.

What do I need to do before I start my application form?

1. You must agree to the **DkIT Data Protection Policy 2021** and the **Consent Declaration** for the DkIT COVID 19 Laptop Loan Scheme in order to proceed with the application
2. Be registered as a student at DkIT and apply with your DkIT student email account
3. Gather your supporting documentation i.e. proof of welfare, proof of susi, etc.

Application opens in September 2021 (once you register as a student at DkIT you can apply using your DkIT student details – the link can be downloaded from [Student Finance / Student Supports / Student Life / DkIT - Dundalk Institute of Technology](#) and the moodle section of Student Services. The link to the form is

https://forms.office.com/Pages/ResponsePage.aspx?id=S5rMqwTPo0ydgzRI4_Q_YRIUh-6jXMNFmEj9iQOrGqZUNDFVVRJMDcxSTIHQVFIQjJVM0IPNTRXQS4u

In addition an email will be sent to you with this link.

How do I apply?

Please submit your completed on-line application form, together with supporting documentation.

Is it confidential?

Yes, this scheme is administered on a strictly confidential basis by your institution. Any information you provide as part of your application is protected by data protection policies in your college. To comply with ESF reporting and audit requirements, institutions return data on participants on this scheme to the Higher Education Authority (HEA).

What documentation do I upload my application

Income Type	Supporting Document
SUSI	Awarding letter with confirmation of rate
BTEA Award	Awarding letter as proof of Back to Education Award
Social Welfare	Please upload proof of any social welfare you or your parents are in receipt of
Disability	Letter indicating proof of Disability Allowance/Carer's Allowance
Further Education and Training Award	A copy of your FET Award
Lone Parent	Proof of lone parent payment (means tested social welfare payment)/tax credits Divorce decree; Court Order Maintenance; Barring Order; Decree or dissolution for a civil partnership Evidence from the DEASP confirming receipt of Deserted Wife's Allowance or a One-Parent Family Payment
In the Care of the State/Tusla	Letter from Social/Aftercare Worker – no financial documents are required

Section 2

Decision / Appeals

When and how will you contact me?

Your application should be processed within two weeks of submission. We will send a letter to you via your DkIT email to let you know if your application is successful or not.

If you have missing documents, provided incorrect documents or we require further information, we will email you and your application may be delayed.

If you are successful, you will receive an email from saf@dkit.ie indicating you have been successful in obtaining a laptop and arrangements will be made for collection.

If you wish to make an appeal you should do so in writing to safappeal@dkit.ie **outlining the precise grounds on which you are basing your appeal.** As part of this process a student can revise an application or submit new information. The Appeals Committee may then request evidence to support your appeal. The Appeals Committee will endeavour to respond to all appeal requests in a timely manner. The Appeals Committee may uphold, set aside or vary the original decision.

If you are found to have provided false information or to have omitted relevant information as part of your DkIT Covid-19 Laptop Loan scheme application you will be disqualified from all support from this initiative.

Section 3

DkIT Data Protection Policy 2021 and Consent Declaration / DkIT COVID-19 Laptop Loan Initiative

Personal data that you submit using this application form will be used only for the purpose of processing your application to the DkIT COVID-19 Laptop Loan Scheme. Your data will be treated in accordance with the Data Protection Policies of each Organisation. The website links and contact emails for each are listed at the end of this statement.

Why do we need your data?

By applying to the DkIT COVID-19 Laptop Loan Scheme, you will be required to provide us with the following

personal data:

- Name, address, date of birth, mobile phone number, gender, email address;
- The course you are studying on;
- Information on your personal status; if you are a lone parent.

In relation to this Scheme, this personal data is necessary for:

- verification of your identity
- the assessment of your application,
- eligibility for the scheme
- the selection of successful applicants,
- the provision of additional supports.

Separately, an anonymised version of your information will be shared with the HEA, in order to comply with the DkIT COVID-19 Laptop Loan Scheme reporting requirements.

If you do not provide the requested data and agree to the above, your application for the Scheme cannot be processed.

We collect and use your data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988-2018 when we collect and use your personal data. As the applicant, you provide us with explicit permission to process this data. We

require this data in order to assess each bursary application and without this data, we would not be able to consider an applicant for receipt of the Bursary.

Data protection rules

Data protection concerns the safeguarding of privacy rights in relation to the processing of your personal data. This includes any information that can identify you. This may, for example, include a name, email address, date of birth or telephone number.

We must comply with of the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988-2018 when we collect and use your personal data. We act as 'Data Controllers' in respect of your personal data, and comply with our responsibilities under these laws.

How your personal information will be used

We will only process such data for the purpose for which you provide it and to the extent necessary to process your application in line with the regulations attached to this Scheme.

You have the right to withdraw your consent to processing and you also have the right to access any personal data relating to you on request (see 'Your Rights' section, below).

The personal data you submit will be held for a period of 10 years. The personal data may be disclosed by each Organisation to relevant internal staff and agents in order assess this application and to deliver support services to you.

We may also share personal data with government departments, statutory bodies and funding agencies where this is required under legislation or for the provision of services to you.

Security

The online application form is based on Microsoft Forms and stored on the OneDrive, to which access is only available to named members of DkIT staff involved in assessing the applications. A record of responses is generated as applicants submit their forms online and is converted to a Microsoft Excel file. Application details will be stored on a secure network, and password protected.

Your rights

Under data protection rules, you have rights as a 'data subject'. These rights include:

- The right to be informed about what happens to information relating to you (personal data) (Articles 12-14 of GDPR);
- The right to access information relating to you which is held by DkIT (Article 15, GDPR);
- The right to rectification, to correct any errors in your personal data (Articles 16 & 19, GDPR);
- The right to erasure, to delete/destroy information relating to you which is held by DCU (Articles 17 & 19, GDPR);

- The right to data portability (Article 20, GDPR);
- The right to object to processing of information relating to you (Article 21, GDPR);
- The right of restriction, to limit the way DkIT uses information relating to you (Article 18, GDPR); and,
- Rights in relation to automated decision making, including profiling (Article 22, GDPR).

Who to contact

If you have any questions in relation to how your personal data is used by that higher education institution, you may contact that institution's Data Protection Officer (gerald.odriscoll@dkt.ie). If you have any questions in relation to the DkIT COVID-19 Laptop Loan Scheme, you may contact Student Services (saf@dkit.ie or studentservices@dkit.ie – please ensure that you put the words “the DkIT COVID-19 Laptop Loan Scheme query” in the subject line of the email).

In addition, the Data Protection Commission (DPC) is the official authority overseeing data protection in Ireland. You have the right to lodge a complaint with the DPC if you believe your personal data is being processed by us unlawfully. To find out more information about how to make a complaint to the DPC, please visit dataprotection.ie

Consent Declaration

By proceeding to complete the following DkIT COVID-19 Laptop Loan Scheme, you confirm:

- that you have read and fully understand the above statement and its contents
- that you consent to the obtaining, processing and retaining your personal data for the purposes described in the above statement

Important: If you proceed to complete the DkIT COVID-19 Laptop Loan Scheme, your personal data will be processed as described in the above statement. **If you do not wish to have your personal data collected by and further processed, please do not proceed with an application for the DkIT COVID-19 Laptop Loan Scheme.**

I understand that if I abuse the scheme, give false information or omit to advise of changes of circumstances that I will be disqualified from all further support from the Scheme and the Institute will recoup my device. I certify that the information provided on this form is true, complete and accurate.