

DkIT Laptop Loan Initiative

Guidelines

Application Guide 2024/2025

Important Information for All Applicants

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

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

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



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Section 1

Information on the DkIT Laptop Loan Initiative

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

Students who are eligible to receive this support:

- 1) Student must be able to demonstrate a “verifiable financial need” for this support (see below*)
- AND**
- 2) Student must also be a member of one or more of the following target groups:
 - *Those 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 a laptop on LOAN for the duration of their studies. The device remains at all times the property of DkIT. Financial support is not available as an alternative – this initiative is solely related to the provision of a laptop on loan.

As devices will be given to successive students on, the devices and software provided 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 students under this initiative and 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 students who are

- a) in receipt of BTEA or a Means-Tested Social Welfare Payment (eg. Disability Allowance)
or
- b) in receipt of the Special rate of SUSI (€7,586 non-adjacent rate, €3,230 adjacent rate) or the 100% maintenance rate of SUSI (€4,292 non-adjacent rate, €1,774 adjacent rate).

Each application to DkIT’s Laptop Loan Initiative will receive a communication with the result of that application. 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. Complete your course registration.
2. Read and agree to the **DkIT Data Protection Policy** and the **Consent Declaration** for DkIT's Laptop Loan Initiative.
3. Gather your supporting documentation i.e. proof of welfare, proof of SUSI, etc.

How do I apply?

Once you have completed your course registration, you will receive your DkIT student details ie. Student email and Student ID. Both are required in order to make your application.

Once you have received these details you can proceed with the following steps:

- **Step 1:** Review DkIT's Laptop Loan Initiative Guidelines.
- **Step 2:** Complete the online application form using your DkIT student email account, ensuring all required supporting documentation has been uploaded, before submitting.
- **Step 3:** Once your application has been assessed, you will receive communication to your student email address from DkIT with the result of your application.

Please Note: Your application cannot be processed unless all required supporting documents are submitted.

Is it confidential?

Yes, the Laptop Loan Initiative is administered on a strictly confidential basis. Any information you provide as part of your application is protected by DkIT's Data Protection Policy.

To comply with ESF reporting and audit requirements, institutions return data on participants on this scheme to the Higher Education Authority (HEA).

Section 2

Required Supporting Documentation

What documentation do I upload to compete my application?

Income Type	Supporting Document
SUSI	Awarding letter with confirmation of rate
Back to Education Allowance (BTEA)	Awarding letter as proof of BTEA
Social Welfare Payment	2023 Social Welfare Statement for you and/or your parent(s)/guardian(s)
Disability Allowance	2023 Social Welfare Statement or Letter indicating proof of Disability Allowance
Carer's Allowance	2023 Social Welfare Statement or Letter indicating proof of Disability Allowance
Lone Parent	2023 Social Welfare Statement as proof of one of the following Means-Tested Social Welfare Payments: <ul style="list-style-type: none">• Lone Parent Payment• Deserted Wife's Allowance• One-Parent Family Payment
In the Care of the State/Túsla	Letter from Social/Aftercare Worker – no financial documents are required

Evidence of Previous Study	Supporting Document
FET Award Holder	Copy of your Further Education & Training Award

Section 3

Decision/Appeals

When and how will you contact me?

Your application should be processed within two weeks of submission. However, *****Please Note: If you have missing supporting documents, incorrect supporting documents or we require further information, we will email you and your application may be delayed**.***

We will send a letter to you via your DkIT email to let you know if your application is successful or not.

If your application is 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 your application is unsuccessful, you can appeal the decision. 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.

Please note: The Appeals Committee may uphold, set aside or vary the original decision.

Section 4

DkIT Data Protection Policy and Consent Declaration for DkIT's Laptop Loan Initiative

Why do we need your data?

We collect and use your data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We require this data in order to assess each application and without this data, we would not be able to consider an applicant for receipt of a laptop on loan through DkIT's Laptop Loan Initiative.

By applying to DkIT's Laptop Loan Initiative, you will be required to provide the following personal data:

- Name, address, date of birth, mobile phone number, gender and email address.
- The name and level of the course you are studying.
- Information regarding your financial status, including your parent(s)/guardian(s) income, if applicable.
- Information on your personal status such as lone parent, disability etc.

In relation to this Initiative, this personal data is necessary for the following:

- Verification of your identity
- To assess your eligibility for support through this Initiative
- Assessment of your application
- Provision of additional supports

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

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 Act 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:

Your data will be treated in accordance with DkIT's Data Protection Policy.

Personal data collected as part of your application may be used for the purpose of processing, monitoring and evaluating the operation of the Laptop Loan Initiative. This personal data may include special category data, including sensitive data such as socio-economic status, where you choose to share that data. Personal data may be shared with third parties such as the HEA for the purposes of allocating laptops and for monitoring.

The personal data you submit will be held for a period of 10 years, however you have the right to withdraw your consent to processing your personal data. You also have the right to access any personal data relating to you upon request (see 'Your Rights' section, below).

Security:

The online application form is based on Microsoft Forms and stored on OneDrive, to which access is only available to named members of DkIT staff involved in the assessment of 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, that is multi-layer 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 DkIT (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).

Consent Declaration.

By completing the DkIT Laptop Loan Initiative application form, you confirm:

- that you have read and fully understand the Laptop Loan Initiative Guidelines
- that you consent to the obtaining, processing and retaining of your personal data for the purposes of coordinating, monitoring and evaluating the operation of the Laptop Loan Initiative.

Personal data may include special category data, including sensitive data such as socio-economic status, which may be shared with third parties such as the HEA for the purposes of allocating a laptop.

Providing consent demonstrates that you understand and agree to the following statement:

I understand that if I abuse this Initiative, give false information or omit to advise of changes of circumstances that I will be disqualified from all further support from this Initiative and the Institute will recoup the device that has been provided to me on loan. I certify that the information provided on this form is true, complete and accurate, and that assistance from other sources has not been received for what is the purpose of this application.

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@dkit.ie).

If you have any questions in relation to the DkIT Laptop Loan Initiative, you may contact our Student Support Officer (studentsupport@dkit.ie – please ensure that you put the words “DkIT Laptop Loan Initiative 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