

# GDPR Notice No. 1 Collection of Student Personal Data



IADT is a Data Controller and will abide by the Data Protection Acts and the principles and obligations of the General Data Protection Regulation (GDPR) in relation to any personal data collected and will keep your information confidential and secure.

The personal data and special category personal data (see over for definitions) collected from you will be used only for the purpose(s) for which it was collected which is to implement and manage all services and processes relating to students.

There are six legal bases of processing under which IADT may process your personal data. See over for examples of when these bases apply in IADT. The information collected on this occasion will be processed on the basis of one or more of the following (1) on a Contractual basis, (2) on the basis of a Legal Obligation, (3) on the basis of Consent and (4) on the basis of Public Interest.

Your data will be accessed when necessary and proportionate by services across IADT and shared or transferred as per the information given on our Student Privacy Notice which is available on our website at <http://www.iadt.ie/about/your-rights-entitlements/gdpr> and is also on the USB drive which is given to all new entrants. Examples of this sharing include the Higher Education Authority (HEA), the Department of Employment Affairs and Social Protection (DEASP), Irish Survey of Student Engagement (ISSE), Student Universal Support Ireland (SUSI) and the IADT Students' Union.

Where processing is based on a Contractual or Legal obligation basis, you are required to provide the requested data in order to proceed with the Contract or Legal obligation. **It is important to note therefore, that failure to provide the required information may mean IADT is unable to fulfil this Contractual or Legal obligation and therefore it may not be possible for you to become an IADT student or to remain an IADT student.**

The information you have submitted will be used to set up a record on the Banner Student Database. The core information (the bare minimum we need to retain) will be retained permanently.

## Your Rights as a Data Subject

You have the right to: (a) request access to the data that we hold on you (called a data subject access request); (b) request correction of any inaccurate personal data; (c) request the deletion of your personal data from our records in certain circumstances; (d) where processing is based on Consent, you have the right to withdraw such consent at any time without affecting the lawfulness of processing based on consent before its withdrawal; (e) object to the processing of your personal data in certain circumstances; (f) to move certain data to other organisations (data portability). If you have any questions about how we use personal information or if you want to exercise your rights stated above, please email [dp@iadt.ie](mailto:dp@iadt.ie), write to the address above or telephone 01 239 4947. We will require proof of your identity before complying with such requests.

Additionally, you have the right to lodge a complaint with the Data Protection Commission (contact [info@dataprotection.ie](mailto:info@dataprotection.ie) or Low Call 1890 252 231).

Further information on the GDPR is available on [www.gdprandyou.ie](http://www.gdprandyou.ie).

## Legal definition of Personal data and Special Category Personal Data under the GDPR

It is important to note that IADT will NOT be seeking to collect all of the data listed below, we will only ask for the personal data that is required for us to function and fulfil our contractual and legal obligations to you.

"**Personal data** means any information relating to an identified or identifiable natural person" (living data subject); "an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

"**Special Category Personal data** means data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation".

## Examples (non-exhaustive list) of lawful bases of processing and when they apply in IADT

<b>Consent</b>	Consent under GDPR must be freely given, informed and affirmative. Data subjects must have the right to withdraw their consent at any time and in an easy manner and must be informed of this right before consent is obtained.
Used for	Access service, Disability & Learning Support Services, Student Counsellor, Health Centre, Careers Service, Library, personal mobile numbers/email addresses for general housekeeping issues such as timetable changes, campus closures etc.
<b>Contractual Necessity</b>	Personal data may be processed where necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering a contract.
Used for	Information needed to set up record on Banner database. Student Image for ID card, class lists etc. Coursework/project based photos/images for publicity purposes, financial matters such as fees and grants, exams/assessments.
<b>Legal Obligations</b>	Personal data may be processed where such processing is necessary to comply with legal obligations that are imposed on the data controller.
Used for:	Returns to Higher Education Authority (HEA), Department of Employment Affairs & Social Protection (DEASP), Student Universal Support Ireland (SUSI).
<b>Public Interest</b>	It is lawful to process personal data where necessary for the performance of a task carried out in the public interests or in the exercise of official authority vested in the controller.
Used for:	Equal Access Survey to HEA (anonymised), Irish Survey of Student Engagement (ISSE), Disability survey, Graduate Destination survey.
<b>Vital Interest</b>	Only used in exceptional circumstances and in the vital interest of a data subject.
Used for:	In the event of an emergency involving an IADT student.
<b>Legitimate Interest</b>	This basis of processing is not generally available to public authorities (i.e. IADT) in the performance of their duties.
Used for	<b>Not</b> used in IADT.

## IADT's Data Protection Officer

IADT's Data Protection Officer is Bernard Mullarkey, Secretary/Financial Controller. Queries in relation to data protection should be addressed to: Telephone: + 353 239 4947 or by email to [dp@iadt.ie](mailto:dp@iadt.ie).