

## Data Protection Notice for Students

This privacy notice explains how Technological University Dublin (TU Dublin) collects, stores, uses and shares your personal data. It also explains your rights in relation to the personal data we hold. TU Dublin is the Data Controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation 2016/679. For further information on the University's Data Protection Policies and Procedures, please see our website <https://www.tudublin.ie/explore/qdpr> For information on your rights as a Data Subject, please see the website of the Data Protection Commission <https://www.dataprotection.ie/>

As a student, past student or prospective student of the University, some of your personal data will be processed by us. The data held by the University is collected from a range of sources including the CAO, previous education providers, and directly from yourself during the application and registration process. During the course of your studies, additional information is added to your record.

The University may share information between different internal departments for operational reasons as is necessary and proportionate for the purposes intended.

### What information do we collect about you?

The types of personal data held by TU Dublin include:

- Name, date of birth, country of birth, domicile, nationality, telephone numbers, CAO number, SUSI application number
- Student ID number(s)
- Addresses (home and term addresses)
- PPS number
- Email address
- Gender
- Ethnic origin (if provided)
- Next of kin/emergency contact details
- Details of Academic history, results and awards
- Details of prior School/Colleges attended
- Course application details
- Image in CCTV footage/photography/filming/Student ID card
- Financial information (including Grant and Fee information)
- Bank details, including IBAN, BIC, Name of bank/building society (where applicable)
- Credit card details (processed in real time but not stored with TU Dublin)
- Attendance details
- Engagement with IT system, Moodle activity and use of facilities such as the library
- Health/Medical, disability, counselling and careers information
- Student socio-economic grouping, occupation, employment status (where provided)
- Parents/Guardians/Spouse socio-economic grouping, occupation, employment status (where applicable)
- Disciplinary information
- Disability (only if seeking special accommodations)
- Family circumstance (if provided)
- Garda Vetting Declaration, Consent and Disclosure (for specific courses where required)
- CV (if provided)

- Exam scripts, projects and other assessment materials
- IP address, and the type of device you are using when visiting the TU Dublin website on a mobile device

Some of the information about you that the University holds, such as your ethnic origin, medical/disability, is classified as special category data, or sensitive personal data. This sensitive personal data is collected, inter alia to meet Government requirements, to monitor whether our equal opportunities policies are working and to ensure that students with disabilities and other under-represented groups receive appropriate support. For certain programmes which involve contact with minors, information about past criminal convictions is processed.

In addition to the normal standards of confidentiality, we also carefully control access to sensitive data within the University so that it is only available to people who require it to perform their duties.

## **How do we use the information about you?**

The University holds your personal data in order to implement and manage services and processes relating to your admission, registration, teaching & learning, examining, graduation and other student support services. The University only obtains and processes information required for these purposes.

Under data protection law, we are required to ensure that there is an appropriate **Legal Basis** for the processing of your personal data, and we are required to let you know what that legal basis is. The primary legal bases that we use are:

- processing that is necessary for the performance of our contract with you;
- processing that is required under applicable law;
- processing that is necessary in the public interest; and
- processing where we have your consent.

The personal information held by the University outlined above will be processed by us in the normal course of our business processes and procedures. Special Category Personal Data held by the University is based on you providing consent and you have the right to withdraw consent at any time by contacting the department or service who obtained that consent, or the University's Data Protection Office (contact details below).

## **The purposes for which TU Dublin may process your personal information include:**

- Admission, Registration and administration of your academic programme
- To record academic achievements and determine/record your overall award outcome
- To support you in your studies i.e. we may use information you have given us (e.g. disability) and information we collect about your engagement with services (e.g. Moodle, Brightspace) to identify students who require additional support or specific services and enable analytics for reporting purposes (such as student progress and academic performance)
- To monitor and evaluate the student experience and to administer voluntary surveys of student opinion about your experience and the performance of the University
- To administer your student financial obligations (e.g. payment of fees)
- Production of Student ID Cards to identify you and enable you to access resources by means of your Student ID card.
- To enable effective communication with you
- To manage University facilities and support services including IT, Library, Careers Service (including career opportunities that may be of interest to students), etc.
- The provision of learning support services
- Creation of email addresses

- To administer academic conduct, student discipline, appeals, complaints, grievances and other similar matters including the administration of University regulations, codes of practice and policies as apply to students
- To process scholarships, prizes, awards, bursaries and financial supports.
- The pursuit of social and sporting activities and the use of the University's sports facilities
- Procedures to ensure your health, safety and well-being
- To provide information to organisations such as the HEA and other Government Departments and Agencies in line with legal and government requirements
- To comply with statutory reporting requirements and statistical returns required by certain third party bodies
- To produce reports and aggregated statistics for management and research purposes in order to plan and improve services
- To create and publish print and electronic material (e.g. prospectus, brochures, website, etc.) for promotional and archival purposes
- To administer procedures to ensure the safety of individuals and their property and the protection of University assets, including via the use of CCTV and access control records
- Recording of audio/images during lectures as part of the University's teaching provision
- To assist with law enforcement or where required or authorised by law
- To confirm the details of your academic achievements, and for statistical and historical purposes, a core record of your studies is retained
- To enable our continued contact with you after you complete your studies (e.g. survey of graduate work destinations, alumni networks, events, marketing, etc.)
- To respond to requests for information made under Data Protection legislation or Freedom of Information legislation.

Additional processing may be required for students registered on specific programmes (e.g. sports science, social care and apprenticeship courses) or with certain funding requirements or for students who choose to pursue studies abroad. In some cases, you would be required to undergo the Garda Vetting process in order to be eligible for these courses.

## **Student Health Centre**

Please see the Student Health Centre Privacy Statement for information on the processing of sensitive personal data in the Student Health Centre.

## **Does TU Dublin share your data with any Third Parties?**

Below are some examples of when the University will release data about you to third parties (i.e. outside TU Dublin) where we have a legitimate reason in connection with your studies or with your explicit consent.

TU Dublin may share your relevant personal data with bodies including the following:

- Data Processors (sub-contractors used by TU Dublin in order to carry out a function for the University) e.g. cloud services providers, HeaNet, Educampus
- Software providers or service providers performing administrative functions on behalf of TU Dublin (e.g. IT services)
- Higher Education Authority (HEA)
- Quality and Qualifications Ireland (QQI)
- Student Universal Support Ireland (SUSI) for grant eligibility/payment purposes
- Department of Social Protection to verify employment status and eligibility for allowances
- Revenue Commissioners
- Other funding bodies
- Professional and regulatory bodies where programmes are accredited by such bodies

- Work placement/Internship providers
- Research funding bodies
- Employers where students are enrolled on Apprenticeship Programmes
- Other higher education institutions, partners or research organisations to which a student transfers or pursues an exchange programme or where a student's programme is being run collaboratively
- TU Dublin Students' Union to facilitate student elections
- External examiners
- Direct mail agencies/printing companies to facilitate the delivery of mailshots
- Sponsors funding student prizes and awards
- Plagiarism detection service providers to ensure academic standards
- Learning Support Service Providers
- Potential employers/recruitment companies for verification of qualifications
- Irish Survey of Student Engagement (ISSE)
- Photographers, videographers and media personnel to facilitate the marketing, promotion and documentation of activities in the University
- Irish Naturalisation and Immigration Service
- Irish University Association (to facilitate the processing of visas)
- Insurance companies for Accident/Incident Report Forms for accidents occurring within the University
- Insurance companies for claims made under Student Personal Accident Policy
- University legal advisors
- An Garda Síochána to assist in the prevention or detection of crime
- Auditors
- Realex (Payment Service Provider)
- WPM (interface for online payments)
- Other HEIs for Student Fee Declaration Form
- External providers of student safety programmes (e.g. science labs, kitchens, etc.)
- CCTV redaction service providers

This is not an exhaustive list and any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law.

## **Publications**

All graduating students, including those graduating in absentia, will have their name and level of award listed in the graduation booklet. The graduation ceremonies may be streamed live on the internet and recorded for publication on the internet and for archival purposes.

## **Parents/Guardians/Next of Kin**

It is your responsibility as a student to communicate and engage with the University. TU Dublin will not normally disclose your data to parents/guardians/next of kin without your consent, other than in exceptional circumstances i.e. where there is potential danger to the health or well-being of a student. We may agree to discuss matters relating to you with a parent/relative but only if you consent to this. Exceptionally, where urgent communication with a student through direct contact details is not possible or has, following repeated attempts, been unsuccessful, contact may be via a student's parents/guardians and/or next of kin using contact details provided by the student.

## What are your rights under Data Protection Law?

You have the following rights, subject to certain exemptions, in relation to your personal data:

Right	Explanation
Information	The right to be informed about the data processing the University does.
Access	The right to receive a copy of and/or access the personal data that the University holds about you.
Portability	You have the right to request that the University provides some elements of your personal data in a commonly used machine readable format in order to provide it to other organisations.
Erasure	The right to erasure of personal data where there is no legitimate reason for the University to continue to process your personal data.
Rectification	The right to request that any inaccurate or incomplete data that is held about you is corrected.
Object to processing	You can object to the processing of your personal data by the University in certain circumstances, including direct marketing material.
Restriction of processing concerning the data subject	You can request the restriction of processing of personal data in specific situations where: (i) You contest the accuracy of the personal data; (ii) You oppose the erasure of the personal data and request restriction instead; (iii) Where the University no longer needs the data but are required by you for the establishment, exercise or defence of legal claims.
Withdraw Consent	If you have provided consent for the processing of any of your data, you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. This can be done by contacting the Department who obtained that consent or the University's Data Protection Office (contact details below).
The right to complain to the Data Protection Commissioner	You have the right to make a complaint in respect of our compliance with Data Protection Law to the Office of the Data Protection Commissioner.

In order to exercise any of the above rights please contact us using the contact details set out below.

### Data Retention

The University will retain your personal data in accordance with our Data Retention Policy. The policy operates on the principle that we keep personal data for no longer than is necessary for the purpose for which we collected it. It is also kept in accordance with any legal requirements that are imposed on us. This means that the retention period for your personal data varies depending on the type of personal data.

### Security – How we Protect your Personal Data

The University is committed to ensuring that your personal data is secure with us and with the data processors who act on our behalf. We are continuously taking technical and organisational steps to better protect your information.

## Website Privacy Policy

The [TU Dublin Cookies & Website Privacy Statement](#) explains how data may be gathered about users of the University's website.

## How TU Dublin will contact you

We may contact you by telephone, email or post. In addition, if you have provided us with your mobile number, we may text you with University-related information e.g. exam information, grant information, appointment reminders, etc. In order for us to have accurate information on record for you, it is important that you keep your address and mobile number up to date (note that it may take 24 hours to update our systems). Please notify the Registrar's Office or School Office if you change address or mobile number.

## Questions & Complaints

If you are unhappy with the University's handling of your personal data, or believe that the requirements of the Data Protection Act or GDPR may not be fully complied with, you should contact the University's Data Protection Office in the first instance. You also have the right to submit a complaint to the Data Protection Commissioner.

## How to contact us

### Data Controller:

Please contact us if you have any questions about the information we hold about you or to request a copy of that information.

Data Protection Office, TU Dublin –

- By email: [dataprotection@tudublin.ie](mailto:dataprotection@tudublin.ie)
- In writing: The Data Protection Office, TU Dublin, Park House Grangegorman, 191 North Circular Road, Dublin 7, D07 EWV4
- Tel: Blanchardstown +353 1 8851503 City +353 1 2205264 Tallaght +353 4042530

### Office of the Data Protection Commissioner:

- [www.dataprotection.ie](http://www.dataprotection.ie)
- By email: [info@dataprotection.ie](mailto:info@dataprotection.ie)
- In writing: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28
- Tel: +353 57 868 4800 or +353 761 104 800