

## TU Dublin Academic Writing Centre Online Booking System Data Protection Notice

### **Booking online and face to face one-to-one appointments at the AWC:**

#### Data Protection Notice

The University's lawful basis for the processing of personal data is Performance of Contract. For further information on the University's Data Protection Policies and Procedures, please see our website and our Data Protection Notice for Students <https://tudublin.ie/explore/gdpr/>

#### Retention

Personal Data contained in this document will be held by the Data Controller for the duration of time determined in the University's Data Retention Schedule.

Students who wish to book a one-to-one appointment at the Academic Writing Centre TU Dublin use **Youcanbook.me**, an online calendar service which allows you to book your individual appointment by using a self-service option. You can also book a one-to-one appointment by contacting the AWC directly at: [academicwritingcentre@tudublin.ie](mailto:academicwritingcentre@tudublin.ie)

By using the online booking service, you are consenting to Youcanbook.me to process your personal data on behalf of TU Dublin Academic Writing Centre (a unit within Student Services & Wellbeing at TU Dublin). Personal data that you submit to TU Dublin Academic Writing Centre when booking a one-to-one appointment using Youcanbook.me is used exclusively for the purpose of booking your one-to-one appointment and, if necessary, contacting you in regards to that appointment.

The categories of personal data processed by Youcanbook.me are: name; TU Dublin student number, TU Dublin email address; mobile phone number and writing concern. Personal data processed by Youcanbook.me is subject to binding terms and conditions which comply with data protection legislation. The Youcanbook.me data privacy policy is available [here](#). Personal data will be held by Youcanbook.me for 90 days and it will then be deleted.

If you do not wish to use this calendar management company, please email [academicwritingcentre@tudublin.ie](mailto:academicwritingcentre@tudublin.ie) to make an appointment.

If you have any questions in relation to your personal data, you may contact the Academic Writing Centre by emailing [academicwritingcentre@tudublin.ie](mailto:academicwritingcentre@tudublin.ie)