

Privacy Notice for Student Applicants

How we use your information when you apply to study at ATU:

This privacy notice tells you what to expect us to do with your personal information when you apply to study at ATU. Personal information or personal data is any information which relates to or identifies you. Data protection legislation, General Data Protection 2016/679 (GDPR) and the Data Protection Acts 1988-2018 set out how we will handle your personal information.

What personal information will we use?

To assess your application to study with us, the University uses the information you provide either directly or indirectly as well as any supporting documents, references, records from interviews provided as part of the admission process and information from relevant third-party sources such as Springboard and SOLAS.

We may invite you to tell us if you have any needs that require extra support.

Why do we use your personal data?

When you apply to study at ATU we will use your information for the purposes set out below. The application process starts when you submit your application and ends when you successfully enrol.

Administration of your application:

We use your information to verify your identity; check your eligibility to study with us; assess your suitability to study on a particular course.

Communicating with you:

We will use your information to communicate with you throughout the admissions process until you successfully enrol via e-mail, post, telephone, text, (SMS) social media or other methods, as appropriate. We will also use your information to send you messages about University events, activities, services, and facilities and to keep you updated about a variety of matters which will be helpful if you are considering whether to accept an offer or already have accepted an offer. If you have accepted an offer, we will also keep you informed of important updates.

Research, reporting and analysis:

We will use your information for statutory reporting purposes to external agencies where required, as well as for purposes associated with our ongoing registration with the Higher Education Authority.

Your information will also be used for research purposes. This includes research by ATU staff for the purposes of planning and development and ATU staff for the purposes of academic research. We may also use aggregated statistical data to participate in research carried out by third parties including those unrelated to ATU, such as research that would benefit current and future ATU students or the student population in general or research that would help inform government policy. Your information will only be used in this way where the law permits us to and we consider it appropriate under the circumstances.

Monitoring and compliance:

We will use your information to ensure and monitor our compliance with legislation including laws relating to equality, health and safety and immigration. We will also use your information to monitor our compliance with regulatory requirements set by external agencies.

Who will my personal information be shared with?

We share your information with some external organisations and bodies, some of which are processing personal data on our behalf. We only share your personal data with another person or organisation where the law allows us to and we consider it appropriate under the circumstances. The external parties we may share information with include the following:

Higher Education bodies such as the Higher Education Authority (HEA) and Technological Higher Education Association (THEA).

Our occupational health provider should you require occupational health clearance as part of the admissions process for your course.

Internal and external auditors to provide assurance that the University is following its risk management, governance, and internal control processes and to independently inspect our financial statements and records.

How long will we keep your personal information?

If your application is unsuccessful, we will retain your information for two years after the end of the application cycle in which you applied. If you are offered a place, accept, and subsequently enrol, your application information will form part of your student record, which we will keep for six years after the end of the application cycle in which you applied. Some data may be held for longer where it is necessary to support research, reporting and analysis as set out above.

Transfer outside the European Economic Area

In so far as is practicable, ATU endeavours to hold all personal data within the EEA. In circumstances where data is transferred outside the EEA, we ensure that an appropriate mechanism exists for doing so that complies with all relevant legislation, for example:

- An adequacy decision granted by the European Commission, or
- European Commission Standard Contractual Clauses.

Your Rights

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to be informed about the data processing the University does
- The right to request access to your personal data held by the University – to have a copy of the personal data that we hold about you
- The right to rectification – to have inaccurate or incomplete personal data rectified
- The right to erasure of personal data where there is no legitimate reason for the University to continue to process your personal data. If you exercise this right, the University will continue to hold some personal data which, for graduates, will include name, subject(s) studied, graduation details, date of birth and unique identification number, so that we do not inadvertently contact you in the future and to maintain your education records for archive purposes. We may also continue to hold some financial records about you for statutory purposes
- The right to restrict the processing of personal data – you have the right to block the processing of your personal data in specific situations
- The right to data portability - you have the right to request that the University provides some elements of your information (e.g. academic progress records) in a commonly used machine-readable format in order to provide it to other organisations

- The right to object – you can object to the processing of your personal data by the University in certain circumstances, including the sending & receipt of direct marketing material
- The right to object to automated decision making & profiling. ATU does not currently make decisions affecting students by automatic means without human intervention.
- In order to exercise any of the above rights please contact us using the contact details set out below.

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Your Responsibilities

You must inform the University if your contact details change so that your data is accurate at all times. You must comply with ATU's Data Protection Policy which is available at <https://www.atu.ie/data-protection>.

Website Privacy Policy

The ATU website privacy policy explains how data is gathered through use of the ATU website.

How ATU will contact you

You may be contacted by telephone, email or post. In addition, we may text you with information related to your studies e.g. exam information, room changes, rescheduled classes, appointment reminders, placement arrangements, etc. This contact is to enable us to fulfil our contractual obligations to you.

Questions and Complaints

If you are not satisfied with the University's handling of your personal data or believe that the requirements of data protection legislation 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 Commission.

How To Contact Us

Please contact us if you have any questions about the data, we hold about you or if you wish to exercise any of your rights. We work remotely and our contact details are:

Email: dataprotection@atu.ie

Tel: 091 742769

Changes to this Privacy statement

We will update this privacy statement from time to time. Please visit this page periodically for updates.
Updated on 2 Sept 2024