

Privacy Notice and Consent to Share Personal Data

This Privacy Notice and Consent to share personal data policy applies to the following Higher Education Institutions (HEIs) participating in the 1916 Bursary:

- Atlantic Technological University – Galway Mayo Campus
- Atlantic Technological University – Donegal Campus
- Atlantic Technological University - Sligo Campus
- Dundalk Institute of Technology
- Dublin City University
- Institute of Art Design and Technology
- Marino Institute of Education
- Maynooth University
- Mary Immaculate College
- Munster Technological University – Kerry Campus
- Munster Technological University – Cork Campus
- National College of Art and Design
- RCSI University of Medicine and Health Sciences
- South East Technological University – Carlow Campus
- South East Technological University – Waterford Campus
- Technological University Dublin (TU Dublin)
- Technological University of the Shannon - Midlands Campus
- Technological University of the Shannon – Midwest Campus
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Galway
- University of Limerick

Data Protection Notice

The HEIs participating in the 1916 Bursary take your privacy seriously. Any personal data which you provide in your application for the 1916 Bursary will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

Who we are:

Throughout this Notice, “we”, “us” and “our” refers to the (HEIs participating in the 1916 Bursary). For more information about us, please refer to our website: www.1916bursary.ie

How we collect your personal data

We collect your data from you when you complete this application form.

We also receive your data from:

- Central Application Office (CAO);
- Student Universal Support Ireland (SUSI);
- Your higher education institution (HEI);
- An external Geo-Coding company

The purpose and legal basis for collecting your data

Any personal data you provide to us via this application form and from CAO, SUSI, your HEI and the external Geo-Coding company will be processed fairly and lawfully.

The legal basis for collecting and processing your data is outlined under the following General Data Protection Regulation (GDPR) Articles:

- Article 6 (1)(a): the data subject (the applicant) has given consent to the processing of his or her personal data for one or more specific purposes.
- Article 6 (1)(c): processing is necessary for compliance with a legal obligation to which the controller is subject – (ESF Regulation and Section 49 of the HEA Act 2022).
- Article 6(1)(e): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller – (HEA Act 2022).
- Article 9(2)(a), explicit consent is required for processing special categories of data – (Explicit consent is asked for within the 1916 Bursary application form where applicants can upload documentation relating to their disability and/or ethnic minority).

By applying for the 1916 Bursary you will be required to provide us with the following personal data:

- Name, address, Eircode, date of birth, CAO number, email address, country of birth, gender, nationality;
- SUSI W Reference Number (if relevant to you);
- Your college entry route, HEI and programme of study;
- The priority group(s) you belong to and additional personal circumstances;
- Name of your secondary school if relevant;
- If you are eligible for the HEAR scheme
- If you are eligible for the DARE scheme;

It will be used for the purposes of:

- contacting you about your application;
- verification of your identity;
- the assessment of your application;
- assessing your eligibility for the 1916 Bursary;
- the selection of and award to successful applicants;
- anonymised data will be used for reporting and evaluation purposes.

The Data Protection Acts allows us to process your data because you have provided your explicit consent. You are entitled to withdraw your consent at any time. If you do not give your consent or withdraw your consent, we will no longer process your personal data and your application to the 1916 Bursary cannot be considered. We will take steps to delete all reference to your data securely.

Details of third parties with whom we share personal data

Participating HEIs will share your data with the following third parties where necessary for purposes of the processing outlined above:

- CAO: Your application number, and CAO number will be provided to CAO so they can verify you have received an offer from a participating HEI, the entry route, eligibility for the HEAR and / or DARE schemes and the category of your disability if you are eligible for DARE (if relevant to you).
- SUSI: Your application number, SUSI reference number and your date of birth will be provided to SUSI so they can provide confirmation of: eligibility for the Special Rate of Maintenance, first time college entrant, first time mature student (if relevant to you).
- From 2024/25 HEIs will use City of Dublin ETB (SUSI) as a sub processor to provide operational assistance in assessing/processing bursary applications and issuing funds to students. HEIs will ensure that third parties are aware of the data collection process and ensure all GDPR requirements are met.
- Your HEI: Your application number and CAO number will be provided to your HEI so they can confirm your registration, entry route and eligibility for the 1916 Bursary. If your application is successful and you are to be awarded a 1916 Bursary the following details will be shared with your HEI: Name, Date OF Birth, CAO number, address, eircode, priority group(s) you belong to, and the additional indicator information (if relevant to you).
- An external Geo-Coding company: Your application number and your eircode will be provided to the Geo-Coding company so they can confirm if you are living in a disadvantaged area or otherwise.
- The Higher Education Authority (HEA) and the Department of Further and Higher Education, Research Innovation and Science (DFHERIS) will also be provided with anonymised, aggregate applicant data in order to comply with reporting and evaluation requirements.

Cross-border data transfers

The data is not subject to any cross-border transfer.

How long we will keep your data

In keeping with the data protection principles, we will only store your data for as long as is necessary. Unsuccessful applicants' data is retained until the end of the academic year of

application. In line with European Social Fund (ESF) requirements, if your application is successful applicants' data will be held for a 5-year period from the 31st of December of the year in which the last payment is made.

Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

- to find out if we use your personal data, access your personal data and receive copies of your personal data;
- to have inaccurate/incomplete information corrected and updated;
- in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways;
- to object to certain processing of your data by City of Dublin ETB (SUSI) as a sub processor to provide operational assistance in assessing/processing bursary applications and issuing funds to students;
- to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form);
- where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time;
- to not be subject to solely automated decision;

If you wish to avail of these rights, please write to: The Information Compliance Manager at your college or university.

Questions or Complaints

If you have any queries in relation to your application to the 1916 Bursary please contact a member of the Access staff in your college or university.

If you have any queries or complaints in connection with our processing of your personal data, you can contact the Information Compliance Manager at your college or university.

ATU Information Compliance Office: dataprotection@atu.ie

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission's website (www.dataprotection.ie), or by telephoning 1890 252 231.

In submitting this form, you understand and agree that your personal details will be used by participating HEIs and the City of Dublin ETB (SUSI) for the purposes outlined above.

I have read and accept the Privacy Notice and Consent to share personal data for the purpose of my 1916 Bursary application.