



Adult Education Student Privacy Notice

Who is collecting the data

St. Mary's College
Sallins Road, Naas West, Naas, Co. Kildare, W91VW90.
T: 045 879 634
E: office@smcn.ie

Personal Identifiable Information

We collect personal identification information from adult education students in connection with the delivery of our adult education programme at our school. We process this data lawfully in the public interest, in some cases by obtaining your consent and in other cases due to a legal obligation which we are subject to.

Data we (may) process:

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| <ul style="list-style-type: none">• PPSN• First Name• Last Name• Gender• Date of Birth• Address• County• Email• Mobile• Phone• Credit / Debit Card (online payments)• Nationality• Country of Birth• Follow Up Consent• Length of Residency In Ireland• Highest Formal Education (Award)• Literacy Level• Numeracy Level• ICT Literacy• Funding• Referral/EOI Source | <ul style="list-style-type: none">• Formal Education History (0-N) Award, Level, Field, Institution, Country, Duration• Non Formal Education History (0-N) Type, Level, Field, Institution, Duration• Driver's License• Irish Speaker• Other Languages• Economic Status-current Economic status - current: start date• If employed, current tenure, occupation, sector, duration with current employer• If unemployed, previous employment, type, tenure, occupation, sector, duration with last employer, Total work experience: length of time in paid employment | <ul style="list-style-type: none">(including current employer, if employed)• If unemployed: DEASP PEX score (probability of exit) Employment history (0-N): type, tenure, occupation, sector, duration• On Live Register• In receipt of allowances /benefits.• Refugee, Asylum seeker• Member of a Minority Group, Eligibility Outcome, Suitability Outcome, Start Date, Finish Reason,• Progression/Placement• Medical Card Number• Medical Card Expiry Date• Parental Consent• Photos with classmates, awards etc.• CCTV Images. |
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How We (And Those We Share Your Data With) Use This Information

We use your personal data for purposes including:

- To contact you about the application;
- To administer the application and to assess your eligibility for a programme funded through SOLAS in a particular academic year;
- To follow up with you after the application is received, as required;
- Maintenance of your learner record (including personal and course details);
- Management of course processes (including commencement, completion, progressions);
- Providing advice and support through the FET provider Guidance Services, where available;
- To contact you after the course completion in order to measure course impact in relation to your further education and training participation and/or employment;
- To track, evaluate and assess the outcomes of the FET programme;
- To comply with European Union monitoring and reporting requirements.
- your application for enrolment on our adult education course;
- to monitor your progress;

- to care for your health and well-being;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

Who We Share Your Data With

- PLSS (Solas & the ETBI) – obligation under Further Education and Training Act 2013 to (among other things) to assist in the co-ordination and provision of training by others and conduct research into the functions of SOLAS. This might include tracking involvement in, conducting impact evaluations on and assessing outcomes of FET programmes funded through SOLAS.
- Department of Education and Skills;
- Revenue Commissioners: Confirmation of employment or self-employment and parameters of income details (where available);
- Department of Employment Affairs and Social Protection: To validate information on applicants in receipt of social welfare payments;
- Quality and Qualifications Ireland: To verify information regarding applicants certification outputs as a result of attending a FET Programme;
- Higher Education Authority (HEA): To verify and validate applicants who progress to higher education;
- Education and Training Boards: To verify and validate details of applicants who progress to further education;
- Others incl. not limited to IT providers, legal advisors, Insurance company;

How We Protect Your Information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How Long Do We Keep Your Personal Information?

We keep your personal information for a length of time as per our Retention Policy i.e. For adult education students, this generally means we will retain data for up to 7 years after a student has finished the course. After this time, your data will be destroyed by confidential shredding or deletion from our school's database.

In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in the School Data Protection Policy which is available to you on request.

Your Rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.