
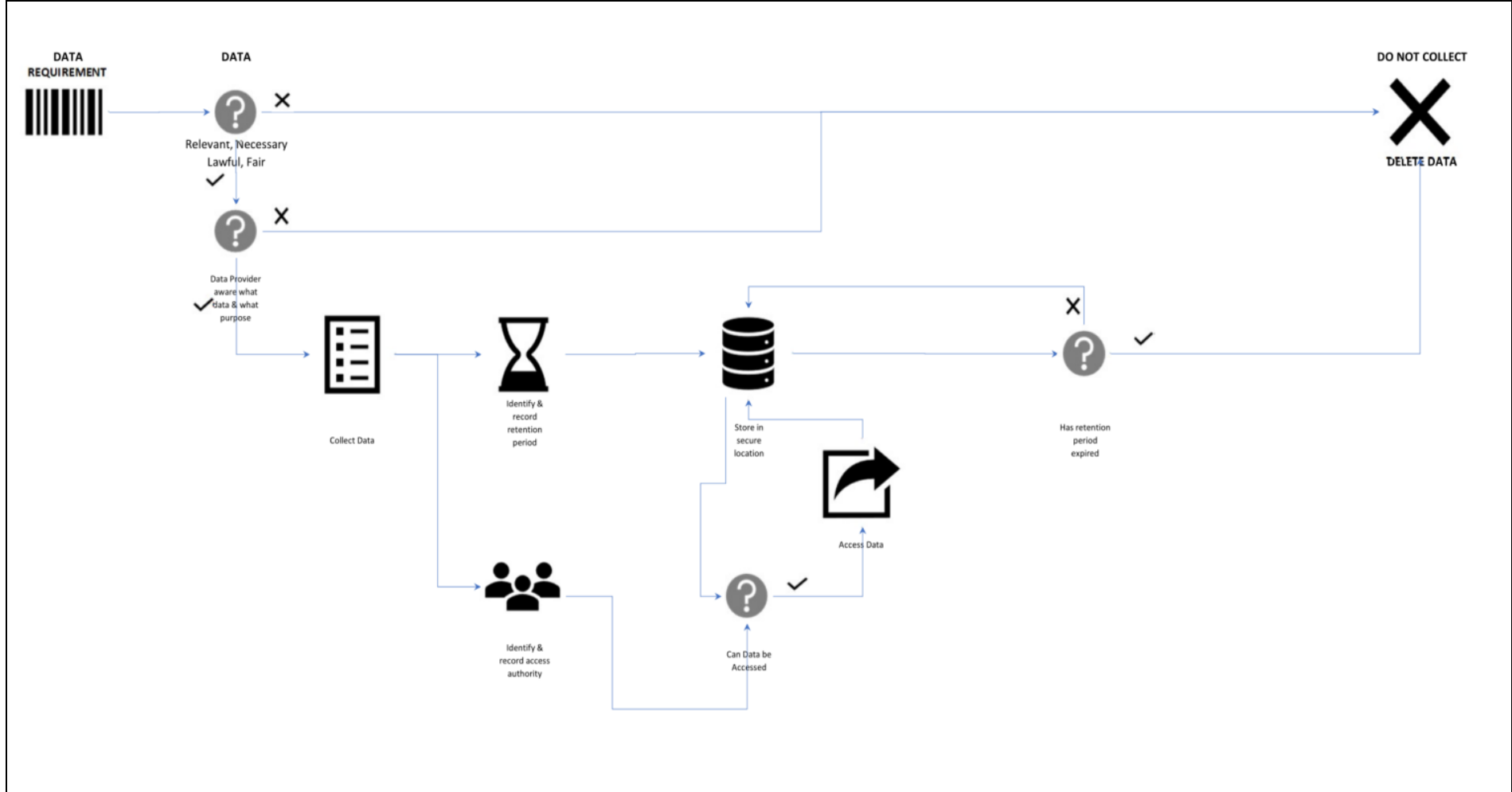


#	POLICY TITLE	POLICY AREA:	VERSION:	DATE ADOPTED :
	<b>8.2 PRIVACY POLICY</b>	8) INFORMATION AND DATA MANAGEMENT	1.0	AUGUST 2020



**Introduction:**

St Nicholas Montessori College Ireland is committed to respecting and protecting the privacy of all.

This Privacy Policy (In conjunction with QA 8.1: Principles, Terms and Conditions of use of the College's Information and Communication Technology and QA 8.3: Storing, Retention and Disposal of Data) outlines the basis on which any personal information we collect, or that is provided to us, will be processed by us.

Please read the Policy carefully.

**Legal and Regulatory Context:**

The Policy is written with due regard to :-

- *The General Data Protection Regulation EU 2016/679 (GDPR);*
- *The Data Protection Act 2018, Irish legislation<sup>1</sup> with respected to data protection.*
- The policy is also designed with regard for QQI Core Statutory Quality Assurance Guidelines<sup>2</sup> which describe the need for a Provider to have policies and procedures in place with respect to the collection, processing, storage and disposal of data.

Any questions relating to this Policy should be directed to our Data Protection Officer, whose contact details are below:

GDPR Officer, SNMCI,  
Block C, Century Court,  
100, Georges St., Dun Laoghaire, Co. Dublin.

**Policy Statement:****Collection and Processing of Data**

- We only collect and process data for purposes which are:
  - Relevant to the provision of SNCMI programmes and/or for the protection of learners of all ages;
  - Necessary for the fulfilment of accreditation and legal obligations;
  - Lawful and fair;
  - Clearly explained to the data provider before the data is collected;

<sup>1</sup> Data Protection Act (2018) Dublin: Stationery Office. Available at: <http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/print.html>

<sup>2</sup> Quality and Qualifications Ireland(2016), Core Statutory Quality Assurance (QA) Guidelines, Section9.Available at:

<https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>

- We seek to ensure that data is accurate, relevant and in proportion to the data usage purpose.

**Data Types:**

**Information you give us: -**

- by filling in forms on our web-site;
- by corresponding with us by telephone, by post, by e-mail or online;
- by submission of documents;
- by applying, registering for, undertaking any educational programme;

Depending on the nature of your query or relationship with us, this can include the following information:

- **Identity Data:** your name, address, e-mail address, home or work address or telephone number, date of birth, country of birth, PPS number, personal description and photograph;
- **Medical Data:** any disclosed data concerning your health;
- **Financial Data:** bank account details you may provide to us;
- **Assessment Data:** the transcripts of any assessment undertaken by you, as a registered student of SNMCI;
- **Professional and/or Academic References:** provided by third parties in respect of your professional or academic performance;
- **Engagement and Attendance Data:** a record of your attendance in person or online in any class, or form of instruction; and a record of your participation in teaching, learning and assessment activities.

**Information we receive from other sources about you:-**

**For graduate applicants** we may receive the following information about you:

- **Identity Data:** your name, address, e-mail address, home or work address or telephone number, date of birth, country of birth, PPS number, personal description and photograph;
- **Medical Data:** any disclosed medical data concerning your health;
- **Assessment Data:** the transcripts of any assessment undertaken by you, during the course of your previous studies to the extent it relates to you and incorporates your personal data;
- **Professional and/or Academic References:** provided by third parties in respect of your professional or academic performance.

**Garda Vetting Data:** information about you received from the National Vetting Bureau which we are obligated to obtain by law. This data relates to criminal records and/or related information.

- Many of our programme have a placement element and SNMCI has a responsibility to ensure that learners placed with children or other vulnerable persons are vetted to ensure they are suitable for that role.
- This involves making an application to Garda Síochána making enquiries to establish whether there is any criminal record or pertinent information;
- This process is relevant to any staff member, teachers and student teacher who will carry out placement or supervision in any environment with children or other vulnerable persons, during the course of any programme.

**Information we collect:**

- **Technical Information:** e.g. IP address used to connect your computer to the internet, log-in information and browser type.
- **Usage Data:** Information about your visit to the College's Student Information System (SIS)

**How we Use Personal Information:**

We will only use your personal information when legal to do so; usually in the following circumstances:

- Where it is necessary for our legitimate interest;
- Where it is necessary for a third party, including e.g. Quality and Qualifications Ireland (QQI); the Higher Education Authority (HEA); the Department of Education and Skills (DES); the Psychological Society of Ireland (PSI); the Teaching Council of Ireland (TCI); any other Professional, Regulatory or Statutory Body.
- Where we need to comply with a legal or regulatory obligation e.g Garda National Immigration Bureau (GNIB).

**See below an outline of the purpose of collecting data, the type collected and the legal basis for doing so.**

Purpose	Type: May include	Legal Basis
To provide Higher Education Services	<ul style="list-style-type: none"><li>- Identity Data;</li><li>- Garda Vetting Data;</li><li>- Medical Data;</li><li>- Professional/Academic Data;</li><li>- Assessment Data;</li><li>- Engagement and Attendance Data;</li></ul>	<ul style="list-style-type: none"><li>- Legitimate interest of the College;</li><li>- Obligation to provide service to learner;</li><li>- Legal Compliance;</li><li>- Explicit Consent (medical);</li></ul>
Protection of Enrolled Learners	<ul style="list-style-type: none"><li>- Identity Data;</li></ul>	<ul style="list-style-type: none"><li>- Legitimate interest of the College;</li><li>- Obligation to provide service to learner;</li><li>- Legal Compliance;</li></ul>
Processing of Applications and Recognition of Prior Learning	<ul style="list-style-type: none"><li>- Identity Data;</li><li>- Financial Data;</li><li>- Garda Vetting Data;</li><li>- Medical Data;</li><li>- Professional and/or Academic Data;</li><li>- References Data;</li></ul>	<ul style="list-style-type: none"><li>- Legitimate interest of the College;</li><li>- Obligation to provide service to learner;</li><li>- Legal Compliance;</li></ul>
To provide information about new programmes and/or services	<ul style="list-style-type: none"><li>- Identity Data;</li><li>- Technical Data;</li><li>- Usage Data;</li></ul>	<ul style="list-style-type: none"><li>- Legitimate interest of the College;</li><li>- Duty of College;</li></ul>

	Information needed for Government and legal purposes.	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Garda Vetting Data</li> <li>- Attendance Data</li> </ul>	<ul style="list-style-type: none"> <li>- Compliance with legal and policy obligations;</li> </ul>	
	To manage financial aspects; fees; fee schedules; fee recovery.	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Financial Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Obligation to provide service to all learners;</li> </ul>	
	To engage with learners in the development of a mutually beneficial relationship	<ul style="list-style-type: none"> <li>- Identity Data;</li> <li>- Usage Data;</li> <li>- Technical Data;</li> <li>- Engagement and Attendance Data;</li> <li>- Survey Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Improvement of products and services;</li> <li>- Obligation to provide service to all learners;</li> </ul>	
	To measure the effectiveness of marketing , advertising	<ul style="list-style-type: none"> <li>- Usage Data;</li> <li>- Technical Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Grow the College;</li> <li>- Inform strategy of College;</li> </ul>	
	To improve and protect our website, internal operations, (e.g. troubleshooting the online environment, surveying) programmes, customer and learner relationships and experiences.	<ul style="list-style-type: none"> <li>- Usage Data;</li> <li>- Technical Data;</li> <li>- Identity Data;</li> <li>- Assessment Data;</li> <li>- Engagement and Attendance Data;</li> <li>- Survey Data;</li> </ul>	<ul style="list-style-type: none"> <li>- Legitimate interest of the College;</li> <li>- Defining our customer base and products and services;</li> <li>- Grow the College;</li> <li>- Inform strategy of College;</li> </ul>	

**Storage, Retention, Disclosure and Disposal of your Personal Information:**  
**(See QA 8.3: Storing, Retention and Disposal of Data and FQA 8.3A: Data Retention Schedule)**

### **Individual Rights with regard to your Personal Data:**

- You have a range of rights under GDPR;
- 1. The right to be informed 2. The right of access 3. The right to rectification 4. The right to erasure 5. The right to restrict processing 6. The right to data portability 7. The right to object 8. Rights in relation to automated decision making and profiling.
- You can find more information about your rights at the following link:  
<https://www.dataprotection.ie/docimages/documents/The%20GDPR%20and%20You.pdf>
- Any person may seek to access, at any time, to personal data held by the College;
- There is no charge applied to access your personal data. Note: In situations where it is deemed that requests are repetitive or excessive a small fee may be charged and/or the College reserves the right to refuse to comply with a request in adverse circumstances.

### **Right to object to use of personal data:**

- Any person may restrict the College from processing personal data if:-
  - the accuracy of the personal data held on record is contested;
  - the processing of personal data is considered unlawful and a request is made to restrict use of the personal data;
  - a person has contested the processing (under Article 21(1) of the GDPR) pending the verification of our legitimate grounds.

### **Corrections:**

Any person may request to have personal information updated and corrected. To do so at any time, please contact  
GDPR Officer, SNMCI,  
Block C, Century Court,  
100, Georges St., Dun Laoghaire, Co. Dublin.

### **Deletion:**

If we hold personal data which is no longer necessary for the purposes for which it was collected or if consent to process is withdrawn, a request to have this data deleted may be made. (see address above)

**Note:** This does not apply where the College is required to process personal data in order to comply with a legal obligation or where the processing of this information is carried out for reasons of public interest in the area of public health.

### **Profiling:**

SNMCI **DOES NOT** engage in profiling or automated processing for profiling purposes.

(Profiling is a form of processing of personal data often used to analyse or predict personal aspects about an individual person e.g. work

performance, financial situation, health, reliability, behaviour, location or movements.)

**Note:**

**Personal Rights.** The rights described in this section are personal rights and may be exercised ONLY by the individual concerned.

The GDPR Officer upon receipt of a request for personal information will:

- Contact the person , confirming receipt of the request;
- At this stage the person may be asked to produce a valid photo ID as additional proof of identity;
- Will investigate whether the request comes under GDPR. If it does not the person will be told why;
- See if the request can be fulfilled within the usual timescale of one month;
- If the request cannot be satisfied within the 1-month GDPR timeline but can be satisfied with an extension, will contact the person and tell them why an extension is required, and also give an approximation of when it will be met.
- Will contact the person, once the request is completed, and advise re collection or receipt.
- Identification may also be required at this point.



### Policy Control Sheet

<b>Policy</b>	<b>QA 8.2: Privacy Policy</b>
<b>Version</b>	1.0
<b>Adopted/Effective</b>	August 2020
<b>Supersedes</b>	N/A
<b>Monitoring/ Next Review Date</b>	Yearly/Aug 2021
<b>Responsible Officer(s) Designated Reviewer(s)</b>	GDPR Officer; Admissions; CEO; DQAA; Programme Management
<b>Scope</b>	College wide

### References

<b>SNMCI Policy area</b>	<b>8) Public Information and Communication: QA Vol 3</b>
<b>Developed with reference to</b>	European Union (2016) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016. Data Protection Act (2018) Dublin: Stationery Office. Quality and Qualifications Ireland (2016), Core Statutory Quality Assurance (QA) Guidelines,
<b>Related SNMCI Policies / Forms</b>	QA 8.1: Principles, Terms and Conditions of use of the College's Information and Communication Technology QA 8.3: Storing, Retention and Disposal of Data FQA 8.3 A: Document Retention Schedule FQA 8.1A : Request for Personal Information/ Learner FQA 8.1 B: Request for Personal Data /Staff

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
		Office of DQAA	Pending