



STUDENT DATA PROTECTION PRIVACY NOTICE

Introduction

Your privacy is extremely important to us. This privacy notice explains how Mary Immaculate College (College) collects, uses and shares personal data (i.e. information that can be used to identify you as an individual). It also explains your rights under data protection law in relation to the processing of your data. The College is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR).

General statement

The College fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the College. Any personal data you provide to the College will be treated with the highest standards of security and confidentiality, in accordance with the GDPR.

Collection and retention of personal data

The College will only use the information you provide in accordance with the purpose for which it was provided. The information will be retained only for as long as required for the purpose it was collected. The [MIC Records Retention Schedule](#) outlines how long data is retained.

If you have any specific queries about the purpose for which your information is to be used, you should contact our Data Protection Officer before submitting the information (see contact details below).

Why do we collect your personal data?

Your personal data is required in order for us to:

- Fulfil our obligations to you under your student contract
- Carry out our official functions as a Higher Education institution
- Comply with our legal obligations
- Pursue our legitimate interests (these will relate to the efficient, lawful and proportionate delivery of services and will not be to the detriment of the interests or rights of individuals)
- Protect your vital interests, or those of another party, where necessary.

We will also process your personal information in other circumstances, provided you have given your consent for us to do so.

Legal basis for processing personal data

Under data protection law, we are required to ensure that there is an appropriate legal basis for the processing of your personal data, and to let you know what that basis is.

We process your personal data for the purposes outlined in this notice in pursuit of our legitimate interests in managing the College and providing you with the education and support services required during the course of your studies.

Whilst we rely on legitimate interest as the legal basis for processing where this is not overridden by the interests and rights or freedoms of the data subjects concerned, we recognise

that it is not the only lawful ground for processing data. As such, where appropriate, we will sometimes process your data on an alternative legal basis. For example, to fulfil contractual and educational obligations or where you have given us explicit consent to process your data.

How do we collect your personal data?

The personal data that the College holds about you is generally collected directly from you but some information may also be received from third parties including:

- Admissions bodies (for example, the Central Applications Office (CAO) and the Postgraduate Applications Centre (PAC));
- Other third level institutions (e.g. where you are transferring from those bodies to the College, where you are a visiting student, where you are applying for a postgraduate course or where you are participating in a joint programme);
- Health and other professional bodies;
- Linked education providers;
- Agents and recruiters.

What personal data do we process?

The categories of personal data collected include:

- Name, addresses, phone numbers, date of birth, nationality, PPS No
- Information gathered in the course of your application, including contact details and qualifications;
- Course application details, schools attended, previous examination results;
- Health Declaration / Fitness to Teach information gathered at enrolment
- Details of your Student Record including marks and examination results;
- Information relating to 'I' grade applications – medical certificates / consultant reports etc.
- Financial information gathered for the purposes of administering fees and charges, loans, grants, studentships and hardship funds, bank details for issuing of refunds for grade rechecks/appeals;
- Photographs, video and audio recordings for the purpose of student assessment and examination, recording lectures and examination monitoring;
- Information related to the prevention and detection of crime and the safety of College staff and students including, but not limited to, CCTV recording;
- Information relating to breaches of MIC Regulations i.e. disciplinary matters;
- Information gathered for the purposes of equal opportunities monitoring;
- Information about your engagement and use of College Services, such as the Library etc;
- Information relating to the provision of advice, support and welfare, such as data relating to your use of the services offered by Access & Disability Services;
- Copies of passports, visas, and other documents required to ensure compliance with requirements;
- Information gathered in relation to an application for a Garda Vetting check if your course involves activity with minors.

How do we use your personal data?

The College processes your data, including your photograph, during your application and enrolment in order to:

- Enrol you as a student and maintain your student record;
- Administer your course and academic progress;
- Administer the financial aspects of your studies, including tuition and accommodation fees;
- Give access to, and ensure the security of, College buildings;
- Provide or offer facilities and services to you during your time as a student and thereafter as part of the College's legitimate business (e.g. library access, computing, sports facilities, accommodation, Students' Union membership, alumni membership and activities);
- Carry out its legal duties and statutory responsibilities;
- Administer security, disciplinary, complaint and quality assurance processes and arrangements;
- Monitor compliance with the terms of any visa issued under the sponsorship of the College;
- Investigate indications of any breaches of College Regulations;
- Ensure the health, safety and wellbeing of staff and students;
- Contact you, your next of kin, or other relevant contact in case of an emergency;
- Monitor and evaluate the student experience;
- Monitor the effectiveness and efficiency of College programmes;
- Fulfil statutory reporting requirements;
- Respond to requests made under the General Data Protection Regulations;
- Conduct equal opportunities monitoring and equality impact assessments to ensure our policies and practices do not discriminate against individuals;
- Notify you of other services and events related to your studies

Your final academic award from the College is regarded as public information and details will be printed in the graduation programmes and forwarded to the College's Alumni Office to enable a lifelong relationship to be maintained. Graduation lists will also be forwarded routinely to newspapers and to your previous school. Graduation ceremonies are regarded as public events and may be recorded and/or live streamed by the College.

The College's Quality Office may contact you after your final exams with the Exit Survey, The HEA Graduate Outcomes Survey and the Graduate Destination Survey. These are designed to gather data about your career or other activities at the time and the relevance of the course you undertook.

Some of the personal data that the College holds, such as health details, is known as "sensitive personal data" or "special category data". The College may share your personal data, including sensitive personal data, between colleagues for operational reasons where necessary and proportionate for the purposes intended. The College endeavours to ensure that sensitive personal data is only shared with colleagues with your explicit consent. However, circumstances may arise where this data is shared with colleagues without gaining your consent. This will only occur if it is necessary to protect your vital interests or the vital interests of another person; or for certain other reasons where it is not possible or appropriate to gain your consent such as disclosures to the guards for prevention or detection of crime, or to meet statutory obligations relating to equality monitoring.

Who do we share your personal data with?

In addition to cases where the College is required or permitted by law to disclose your personal data to others, the College may disclose your personal data in connection with the purposes referred to above. These include but are not limited to:

- Funding bodies, the Teaching Council of Ireland, Research Council of Ireland, industry funders and other agencies that support, sponsor or otherwise have a valid interest in your education
- Other institutions and agencies if you go on a placement or study with them
- Where authorised by you, Officials of the College's clubs, societies and student union so that they can communicate with you about the College's related activities
- The Higher Education Authority (HEA) – see [HEA Student Collection Notice](#)
- Irish Survey of Student Engagement (ISSE)
- Providers of academic and other services to the College (who are obliged to keep your data safe and secure), which may also include, but is not limited to, wholly/majority owned subsidiaries of the College
- Student Universal Support Ireland (SUSI) for grant eligibility purposes
- External examiners and examination boards
- Government departments where required (e.g. Department of Education and Skills, Department of Employment Affairs and Social Protection, Revenue)
- External auditors
- Other higher education institutions, partners or research organisations to or from which a student transfers or pursues an exchange programme or where a student's programme is being run collaboratively
- Students' Union to facilitate student elections
- Plagiarism detection service providers to ensure academic standards (i.e. Turnitin)
- Potential employers/recruitment companies for verification of qualifications.

Where we use third parties to process personal data on our behalf (acting as data processors), a written contract will be put in place to ensure that any personal data shared will be held in accordance with the requirements of data protection law and that such data processors have appropriate security measures in place in relation to your personal data.

Your rights

Under the GDPR, you have the following rights, subject to certain restrictions, in relation to your personal data:

- The right to access the personal data we hold about you.
- The right to request the rectification or erasure of the personal data we hold about you, in certain circumstances.
- The right to restrict the use of the personal data we hold about you in certain circumstances.
- The right to object to the processing of the personal data we hold about you in certain circumstances.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require the College to transmit that data to another controller in certain circumstances.
- The right to withdraw your consent at any time, where the College's processing of your personal data is based on your consent.

You may exercise your rights by contacting our Data Protection Officer at dataprotection@mic.ul.ie or submitting a [Subject Rights Request Form](#). In order to protect your privacy, you may also be asked to provide suitable proof of identification. For further details on your data privacy rights, please refer to www.dataprotection.ie

Review

This statement should not be construed as a contractual undertaking. The College reserves the right to review and amend this notice at any time and you should therefore re-visit this notice on our website from time to time.

Queries and complaints

Any queries or concerns in relation to the processing of your personal data by the College should be addressed to:

Prof. Gary O'Brien
Data Protection Officer
Mary Immaculate College
South Circular Road, Limerick

Email: dataprotection@mic.ul.ie Telephone: (061) 204567

You also have the right to lodge a complaint with the Office of the Data Protection Commission by contacting the office at info@dataprotection.ie or by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois.