



# UCD Access & Lifelong Learning – UCD Cothrom Na Féinne Sanctuary Scholarship

## Privacy Notice

### 1. About this Notice

UCD Access & Lifelong Learning is responsible for widening access to groups which are under-represented in the student body and supporting diverse student cohorts, including students with disabilities, mature students, part-time learners, and students from communities experiencing disadvantage. UCD is the controller under GDPR for the data processed as part of the UCD Cothrom Na Féinne Scholarship, this statement sets out how and why we process your data as part of the UCD Cothrom Na Féinne Scholarship, your rights in relation to this processing and how you can exercise them.

UCD confirms that it will obtain and process your data in a lawful, fair and transparent manner. We will collect your data for a specified, explicit and legitimate purpose and will not further process your data in a manner incompatible with the original purpose. Furthermore, UCD will ensure that the data we collect from you will be adequate, relevant and not excessive. In addition, it will be accurate and up-to-date and we will keep it for no longer than is necessary for the purpose for which it was collected. We undertake to ensure that it is kept safe and secure.

### 2. How we collect your personal data?

The data we collect from you will be used by the UCD only in accordance with the purposes outlined in this privacy notice. We will collect your data in the following manner:

- Electronic application to assess candidates for the Cothrom Na Féinne Scholarship

### 3. Information about you we will process and the purposes for which we process them

Data fields collected/processed	Purpose
Full name, date of birth,	Identification & communication purposes
Home address	To contact you to communicate the outcome of the assessment.
Email address	To contact you with the outcome of the assessment.
Nationality	To determine courses fee status
Country of Birth	To determine course fee status

<b>Data fields collected/processed</b>	<b>Purpose</b>
UCD/CAO Application Number	To verify details of your application record, such as offers and acceptances with UCD Registry-Admissions.
Residence Permission	Criteria for the scholarship
Date of Entry to State/Date of application for International Protection Status	Priority given to applicants who are here more than a year.
Have you progressed from a UCD Access Course	Priority given to applicants the have completed the UCD University Access Course
Have you applied to any other scholarship	Assessment criteria.
Direct Provision	Priority given to applicants living in Direct Provision.
Income verification	Assessment criteria.
Personal Statement Achievements & Responsibilities Challenges to Education Course choice & Future Plans	To assess applicants for the scholarship

**4. The data collected in this form will be shared with the following areas of the University:**

**UCD Access & Lifelong Learning** – to contact you with the outcome of the scholarship assessment, to invite you to the ALL student Welcome and to provide post entry supports.

**UCD Registry** To check you have applied to UCD and to determine your fee status.

**The Office of the UCD Registrar and Deputy President** – to report on the number of student support under this programme.

If you have any queries or complaints in relation to the use of your personal data you can contact UCD's Data Protection Officer at the following address:

Data Protection Officer  
UCD  
Belfield  
Dublin 4  
[gdpr@ucd.ie](mailto:gdpr@ucd.ie)

**5. Legal basis for collecting your data**

The data we collect about you will be used where it is necessary for the performance of tasks we carry out as part of the Cothrom Na Féinne Scholarship. Should we require your consent for any specific use of your personal information, we will collect it at the appropriate time, and you can withdraw this at any time.

The University will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection. For the purposes outlined in this privacy notice your personal data will be processed on the basis of **Consent**.

If you choose not to consent to collection and processing of your data where it is necessary for the performance of the tasks we carry out as part of the Cothrom Na Féinne Scholarship will not be possible for you to continue to be a participant.

## **6. How we store and secure your data**

Any data we collect from you will be stored confidentially and securely. The University is committed to ensuring all accesses to, uses of, and processing of University data is performed in a secure manner.

In keeping with the data protection principles, we will only store your data for as long as is necessary. For the purposes described here we will store your data for –

We will retain your data for the duration of your studies in UCD plus one year for operational purposes. After this period the details that you have provided will be anonymised.

When we store your personal data on our systems the data will be stored on the University premises on secure IT platform.

## **7. Details of the third parties with whom we share personal data**

UCD will never share your personal data with any third parties.

We will use anonymised data from feedback and evaluation of the programme for the purposes of reporting on UCD Access & Lifelong Learning's outreach strategy and to seek additional funding for the programme.

## **8. What are your rights?**

You will have the following rights over the way we process your personal data.

### **Right of Access**

You have the right to request a copy of the personal data we are processing about you and to exercise that right easily and at reasonable intervals.

### **Consent**

You have the right to withdraw your consent where that is the legal basis of our processing.

### **Rectification**

You have the right to have inaccuracies in personal data that we hold about you rectified.

### **Erasure**

You have the right to have your personal data deleted where we no longer have any justification for retaining it subject to exemptions such as the use of pseudonymised data for scientific research.

### **Object**

You have the right to object to processing your personal data if:

- We have processed your data based on a legitimate interest or for the exercise of the public tasks of the University if you believe the processing to be disproportionate or unfair to you.
- The personal data was processed for the purposes of direct marketing or profiling related to direct marketing.
- We have processed the personal data for scientific or historical research purposes or statistical purposes unless the processing is necessary for the performance of a task carried out for reasons of public interest.

### **Restriction**

You have the right to restrict the processing of your personal data if:

- You are contesting the accuracy of the personal data;
- The personal data was processed unlawfully;
- You need to prevent the erasure of the personal data in order to comply with legal obligations;
- You have objected to the processing of the personal data and wish to restrict the processing until a legal basis for continued processing has been verified.

### **Portability**

Where it is technically feasible you have the right to have a readily accessible machine readable copy of your data transferred or moved to another data controller where we are processing your data based on your consent and if that processing is carried out by automated means.

[If you would like to exercise any of the above rights, please see our contact details below.]

## **9. Contact**

You will have the following rights over the way we process your personal data.

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact:

UCD Access & Lifelong Learning  
Level 1, James Joyce Library Building,  
University College Dublin, Belfield, Dublin, D04 V1W8  
Phone: 01 716 7123  
Email: [all@ucd.ie](mailto:all@ucd.ie)

If you wish to make a complaint or escalate an issue relating to your rights you can contact the Data Protection Officer at [gdpr@ucd.ie](mailto:gdpr@ucd.ie)

Finally if you are not satisfied with the information we have provided to you in relation to the processing of your data or you can also make a complaint to the Data Protection Commissioner via the link in their website [Making a Complaint to the DPC.](#)