

TUS Study Club - Privacy Statement for Students

The Technological University of the Shannon takes very seriously its obligations to safeguard your personal information. We want to be transparent in how we gather, use and share your data. This Privacy Statement will explain:

1. What information we collect about you
2. How we collect your personal data
3. The purpose and legal basis for processing your data
4. Who we share your personal data with
5. How long we retain your personal data
6. Your rights and how to exercise those rights
7. Where we hold your data
8. How to contact us
9. How to make a complaint
10. Changes to this Statement

1. What Information We Collect about You

The type of information collected and processed by TUS include, but is not limited to, the following:

Contact Information

- Name
- Address
- Date of birth
- Name and contact information for your secondary school
- Your parent/guardian names and contact information
- Name and contact details for any person we should contact in case you have an emergency

School and Examination Information

- Details of your Secondary School examinations before you study with us and during your studies here
- Days that you are due to attend study club
- Your attendance record

'Special Category' Personal Data:

Special Category Personal Data means some of the more private information we need in order to help you as much we can and that we must be especially careful to protect:

- Health, disability and learning difficulty information that you choose to share with us

Interaction details: If you interact with TUS, details of that communication may be held including details of phone calls, emails, hard copy correspondence and complaints.

Online services: Record of internet browsing history if using TUS computer terminals and Wi-Fi facilities, location data.

Other personal information: CCTV images, photographs*, video footage*.

*Where you have given your consent.

2. How We Collect Your Personal Data

We collect your personal data at various points in your relationship with TUS. These include:

- When you sign up to become a member of our study club
- When you attend and use the study club service
- On campus CCTV cameras
- When you consent to having your photograph taken or take part in a promotional video.

Any data we collect will be stored securely and treated confidentially. TUS is committed to ensuring that access to your data is limited to those who have a need to process it in line with the purposes set out below.

3. The purpose and legal basis for processing your personal data

We collect and use your personal data for contractual, statutory and public interest purposes, including the following:

- to deliver and administer education services and to record the relevant details of your studies and the progress of your secondary school exams
- to comply with our obligations under legislation including child protection and health and safety legislation
- for security purposes (e.g. CCTV footage)
- to enable us to contact others in the event of an emergency where you have supplied contact details to us.

We consider the processing of your personal data for the purposes outlined above to be necessary for the following lawful bases:

- To enable us to fulfil our contractual obligations with you;
- To allow us to comply with legal obligations;
- To perform a task carried out in the public interest
- Where you have given your consent (e.g. photographs)

There may be other situations where we will be required to seek your consent to our processing of your personal data. You can withdraw your consent at any time by letting the Study Club contact know or by emailing dataprotection@lit.ie.

4. Who we share your personal data with

Your personal data is held securely by TUS and access is restricted to those staff members who need it for one of the purposes set out above. We may also share your personal data, where necessary, with the following external organisations:

- **Government Departments/State Agencies:** It is possible that we may be compelled to provide limited data to 3rd Parties with a legitimate lawful interest, including Department of Education and Skills, Department of Justice/INIS, TUSLA, An Garda Síochána.
- **Third parties:** Education Service Providers; Auditors; Legal advisors; Insurance companies in respect of accidents occurring within TUS.
- **Parents:** where the student is under 18 years of age or where older students have provided us with consent
- Anonymous Statistical information (where all your personal data has been removed) may also be shared with the Higher Education Authority.

5. How long we retain your personal data

We store your personal data only as long as is necessary for the purposes set out above and for at least the duration of your studies. Our retention schedule is available in the Policy section of our website. CCTV data is retained for one month.

Where you consent to having your photograph taken and archived by TUS, we will keep your name so that you can be identified.

6. Your rights and how to exercise those rights

You have the following rights under data protection law, although your ability to exercise these rights may be subject to certain conditions:

- The right to receive a copy of and/or access the personal data that TUS holds about you, together with other information about our processing of that data;
- The right to request that any inaccurate data that is held about you is corrected and incomplete data updated;
- The right, in certain circumstances, to request that we erase your personal data;
- The right, in certain circumstances, to request that we no longer process your personal data for particular purposes, or to object to our use of your personal data or the way in which we process it;
- The right, in certain circumstances, to transfer your personal data to another organisation;
- The right to object to automated decision making and/or profiling; and
- The right to complain to the Data Protection Commissioner.

7. Where we hold your data

Your personal data will be stored either on TUS premises, with approved storage providers or on secure IT platforms within the European Union / European Economic Area. Where your personal data would be held outside the EEA, we will ensure that this is done in accordance with EU approved transfer mechanisms.

8. How to contact us

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact us at dataprotection@lit.ie.

9. How to make a complaint

If you are unhappy with the manner in which your personal data is being processed by TUS, you can contact the Data Protection Officer at dp@ait.ie.

You can also make a complaint to the Data Protection Commissioner by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, R32 AP23 Laois, emailing info@dataprotection.ie or calling +353 (0)761 104 800 or 057 8684800.

10. Changes to this Statement

We will update this Privacy Statement from time to time. You can find an up-to-date version of this Statement on the TUS website or you can ask us for a copy.

APPENDIX ONE – PHOTOGRAPHY AND VIDEO RECORDING

There are a number of reasons that TUS study club may request permission to take photographs of attendees on the study programme.

- As a record of your time with us. These photographs will generally be held within the study club records only and held as archive records. This means they may be held indefinitely and could potentially be used for future TUS official publications – e.g. a history of the Study Club.
- Some Photographs or videos may be used to promote TUS Study Club and might appear in our current publications, or online on our website. This means that the photograph, or video will be publicly available.

You (and your parent/guardian where you are U18) will be asked in advance if you wish to give your consent for promotional use of images or videos.

If you consent to having your photograph taken, or taking part in our videos, you can withdraw that consent at any point.

Please be aware that, should you remove your consent, it may not be possible to remove your personal data from promotional material until the next academic year when the material is no longer valid.

It will not be possible to remove your personal data from official publications once they have been published.