

The Institute of Education Privacy Policy

Students, Prospective Students and related Parents/Guardians

January 2022



1. Introduction

The Institute of Education fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with us. This includes respect for the protection of data collected and stored at the school and for the right of access to this data. This policy is informed by the Data Protection Act of 2016/679. It applies to all students (including prospective students) and their parents/guardians

2. The information we collect about you

When you are a student with The Institute of Education, we collect and use your personal data. The personal data we collect can include:

- information about your identity
- contact details;
- video and audio content created in the process of recording your classes
- images/photo, on CCTV (see CCTV policy);
- family details;
- admission/enrolment details;
- previous schools;
- academic progress;
- special educational needs;
- nationality;
- language;
- medical data;
- information about behavior and attendance;
- information about health, safety and welfare;
- financial information (re fees, etc.); and other personal data.

Further details of the data we collect about you can be found in our Data Protection Policy.

If you are under 18 years when you enroll, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

3. How we use your information and the legal basis

We use your personal data for purposes including:

- Your application for enrolment;
- To provide you with appropriate educational resources, tools and support
- To provide access to your class recordings for the purposes of teaching and revision
- To monitor your academic progress;
- To care for your health and well-being;
- To care for our staff and students;
- To coordinate, evaluate, and organise and deliver educational programmes;
- To comply with our legal obligations as an education body;
- To process appeals, resolve disputes, and defend litigation etc.

The schools' legitimate interest is the fundamental principal upon which we process student data. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at www.instituteofeducation.ie. There is a balance of interest in terms of the data that is processed. This balance is based on;

- Students have an existing relationship with The Institute of Education.
- Students are informed of the data processing and understand how the data will be processed and used.
- Students benefit from the processing of their data.
- The data that is processed is limited.
- Students may withdraw from the services at any time

4. Who we share your information with

We may share your personal data with third parties, including other Government bodies.

This includes the State Examinations Commission, the Department of Education and Skills, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners, State Claims Agency etc.

The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc.) and they may aggregate it with other information they already hold about you and your family. We may also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc.), We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy.

5. Use of photographs for yearbooks, social media, website, etc.

Photographs, and recorded images of students may be taken at School events and to celebrate School achievements, compile yearbooks, establish a school website, record school events, and to keep a record of the history of the school. These purposes are of legitimate interest to the school and therefore do not require the consent of the individuals.

Legitimate Interest is one of the 6 legal bases set out in Data Protection legislation on which the school can rely for processing the personal data of individuals.

6. We do not transfer your personal data to a third country or international organisation.

7. We do not engage in automated decision making/profiling.

8. How long we hold your data

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. 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 Institute of Education Data Protection Policy.

Some personal data is only kept for a short period (e.g., we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with us).

9. You have the following statutory rights that can be exercised at any time:

- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification.
- (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

The Institute of Education reserve the right to update or amend this policy at any time.