

**Policy Name: Privacy Statement**

**Version: 3.0**

**Date of Issue: Jan 2019**

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## **Marino Institute of Education Privacy Statement**

### **1. Context**

#### 1.1. Who are we?

- i. Marino Institute of Education (“MIE”) is a teaching, learning and research community committed to promoting inclusion and excellence in education, with its address at Griffith Avenue, Dublin 9, Ireland.
- ii. MIE will collect and process personal information in order to carry out its statutory, academic and administrative functions in line with the General Data Protection Regulation 2016/679, the Data Protection Act 2018 and other applicable data protection legislation. Such information may relate to many categories of people, which include the students and staff of MIE.
- iii. This Privacy Statement explains how we process information, particularly personal data received from students, employees and other stakeholders. Please read the following carefully to understand our approach and practices regarding your personal data and other information and how we treat it. This policy applies to your use of our website, e-mail, products and services.
- iv. MIE is not responsible for the content or privacy practices of other websites which may be accessed through the MIE website. It is MIE policy to clearly identify links to external websites and it is your responsibility to satisfy yourself as to the adequacy of the practices of such linked sites. MIE's policy regarding the use of web resources may be inspected in the [Acceptable Use Policy](#).

### **2. Purpose**

- #### 2.1. What Information do we collect about you?

**Policy Name: Privacy Statement**

**Version: 3.0**

**Date of Issue: Jan 2019**

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- i. Depending on the particular circumstances, we may collect and hold a range of different information about you. This can include your name, gender, age, date of birth, photograph, CCTV footage or images of you where you are on the MIE campus, address, phone number, email address, mobile phone number, nationality, PPS number, medical data, disability, socio-economic status data, and financial information (such as bank account and grant details). This list is not exhaustive and we may sometimes need to collect additional information for purposes such as registration (e.g. academic results or references) or supporting student appeals.

### **3. How do we collect Information?**

- 3.1. We may collect and process information about you in a number of ways, including:
  - i. directly from you or through contacting us with a request, complaint or query;
  - ii. through Maestro when you register or apply for a place on a course;
  - iii. when you visit our website or Moodle virtual learning environment, where relevant information includes, but is not limited to, traffic data, location data, weblogs and other communication data and any resources you may access
  - iv. from third parties, such as our related colleges or referees;
  - v. from our records of how you use our products or services.

### **4. What do we use your information for?**

- 4.1. We use your information for a range of different purposes, including:

**Policy Name: Privacy Statement**

**Version: 3.0**

**Date of Issue: Jan 2019**

- 
- i. to determine your suitability for our courses and other services;
  - ii. to administer and manage the courses and services we provide you, to charge you for them, and to process payment and collect any amounts you may owe us;
  - iii. to provide you with information you request from us about our courses and services;
  - iv. to assist you with enquiries and to provide you with better customer service;
  - v. to notify you about changes to our courses and services which you acquire from us or which you otherwise subscribe to;
  - vi. to carry on our arrangement with Trinity College Dublin, The University of Dublin as the designated awarding body;
  - vii. as authorised or required by any law applicable to us or arising from your interaction with us.
  - viii. to conduct research and analysis to further enhance and improve the quality of the courses and services we offer. We endeavour to ensure that we de-personalise any personal data before using such data for research and development purposes;
  - ix. to provide you with services provided by third parties related to your studies with us (e.g. disability service, counselling service, medical service);
  - x. To comply with requests for information by bodies such as, but not limited to, the Teaching Council, the Department of Education and Skills, Student Universal Support Ireland (SUSI) and the Higher Education Authority (HEA).

It is necessary that this information is provided in order that we can both provide our services to you and carry out our contractual obligations with you; and also allow Trinity College Dublin, The University of Dublin carry out its obligations as the designated awarding body.

**Policy Name: Privacy Statement**

**Version: 3.0**

**Date of Issue: Jan 2019**

---

## **5. Our Legal Bases for Processing Your Data**

- 5.1. **Legitimate Interest:** It is in our legitimate interests to collect and process your personal data for a range of operational, business and organisational purposes. When we process your personal data based on our legitimate interests, we ensure that we consider and balance any potential impact on you and your data protection rights. We will not process your Personal Data for activities where our interests are overridden by the impact on you. Examples of when we rely on legitimate interests include where we determine your suitability for our courses and where we conduct research and analysis to further improve the quality of our courses.
- 5.2. **Compliance with a Legal Obligation:** We may process your Personal Data where it is necessary to comply with legal obligations to which we are subject such as to comply with requests from the Department of Education.
- 5.3. **To Defend, Establish or be a Party to Legal Claims:** We may process your Personal Data as necessary in order for us to establish, investigate, exercise or defend a legal claim to which you are a party.
- 5.4. **Consent:** We may send you marketing materials or permit third parties to send you marketing materials when you have consented to the result of such marketing.
- 5.5. **Enter into and Perform a Contract:** We may process your personal data in order to fulfil our obligations under a contract that we have with you, such as administering the courses and processing payments related to such courses.

## **6. How do we share your information?**

- 6.1. We may share your information with third party service providers, such as IT service providers as well as to our regulators and where necessary to Trinity College Dublin. We may share your information with analytics and search

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engine providers that assist us in the improvement and optimisation of our website. We will not share, sell or distribute your personal information to third parties for advertising or marketing products or services without your consent.

- 6.2. We may release information to regulatory authorities, law enforcement agencies, public bodies and third party companies in order to comply with: (i) applicable legal obligations such as court order, search warrants or other legal or regulatory requirements to which we are subject; (ii) to protect the rights, property or safety of MIE, our partners, students and other relevant third parties; or (iii) to otherwise protect the legitimate interests of our partners or stakeholders.

## **7. Where do we store your information?**

- 7.1. We may store your information in hard copy or electronic format, in storage facilities which we own and operate ourselves, or that are owned and operated by our service providers within the EEA.
- 7.2. It is possible that some of the information about you that we hold may be transferred to, and/or stored at, a destination outside the European Economic Area ("EEA") which may not provide the same level of protection as within the EEA. It may also be processed by personnel operating outside the EEA who work for us, one of our service providers or someone else. Any such transfers of personal data outside the EEA will comply with the requirements of Applicable Data Protection Laws. If you would like further information about the safeguards and measures we have in place relating to the transfer of your personal data you can contact us at [dataprotection@mie.ie](mailto:dataprotection@mie.ie).

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## **8. For how long do we retain your personal data?**

- 8.1. We retain your personal data for as long as is necessary with regard to the purposes for which it was collected or lawfully further processed, or for as long as may be necessary in light of our legal obligations or in order to allow us to pursue, defend or exercise legal claims. A detailed schedule for data retention is available on request by contacting us at [dataprotection@mie.ie](mailto:dataprotection@mie.ie).

## **9. How do we keep your information safe and accurate?**

- 9.1. We will take all steps we deem to be reasonably necessary to ensure that your information is treated securely and in accordance with this Privacy Statement. We seek to ensure that we keep your personal data accurate and up to date. However, you are responsible for informing us of any changes to your personal data and other information (such as a change in contact details).
- 9.2. While we take these steps to maintain the security of your information, you should be aware of the many information security risks that exist and take appropriate care to help safeguard your information. The nature of the internet is such that we cannot guarantee the security of the information you transmit to us electronically, and any transmission is at your own risk. We store information you provide to us on secure servers and deploy appropriate technical and organisational security measures in the storage and disclosure of your personal data to try to prevent unauthorised access or loss.

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

- 10.1. You have rights under Applicable Data Protection Laws which are summarised in this Section 10.
- 10.2. In certain circumstances, you have the following rights under data protection law in relation to your personal data:

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- i. A right to access personal data
  - ii. Rectification of inaccurate personal data
  - iii. Erasure of personal data
  - iv. Restriction of processing of personal data
  - v. Right to data portability
  - vi. Right to object to processing of personal data
  - vii. Right to withdraw consent to processing of personal data
- 10.3. These rights may not be available in all circumstances depending on the legal basis which we are relying upon to process your personal data.
- 10.4. You also have a right to complain to a relevant supervisory authority. The contact details for the Irish Data Protection Commission are as follows:
- i. Telephone: +353 578 684 800; or
  - ii. Online: <https://forms.dataprotection.ie/contact>
- 10.5. You can exercise any of your rights under GDPR at any time by contacting [dataprotection@mie.ie](mailto:dataprotection@mie.ie).

## **11. Research and personal data**

Applicable Data Protection Law provides certain exemptions for data collected, held and processed for research purposes (including historical and statistical purposes). If the purpose of the data processing is other than to take measures or make decisions which are targeted at particular individuals, and it does not cause substantial distress or damage, it:

- 11.1. can be processed for purposes other than that for which it was collected, provided that it is still only a research purpose;
- 11.2. can be held indefinitely; and
- 11.3. is exempt from the data subject's right of access (where the data is processed for research purpose only)

**Policy Name: Privacy Statement**

**Version: 3.0**

**Date of Issue: Jan 2019**

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The results of the research or statistics derived from the research should not be made available in a form which identifies the individuals concerned.

Personal data provided or used for research purposes does not have a blanket exemption from the DPA. Researchers wishing to use personal data should be aware that the DPA will still apply.

## **12. CCTV on the MIE Campus**

12.1. CCTV is located throughout the campus grounds. This is necessary in order to protect against theft, damage to property and for the safety and security of staff, students and visitors of MIE.

12.2. Access to recorded material is strictly limited to authorised personnel. The images captured are retained for 14-30 days, depending on activity levels, except when the images identify an issue and are retained specifically in the context of an investigation of that issue. CCTV footage may be entered as evidence in the event of disciplinary proceedings involving staff or students. CCTV footage is not disclosed to any third party except An Garda Síochána in the case of a disclosure pursuant to the DPA. For information on CCTV operations at MIE please contact [Conferencing@mie.ie](mailto:Conferencing@mie.ie).

## **13. Changes to our Privacy Statement**

Any changes we may make to our Privacy Statement in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our Privacy Statement.



**Policy Name: Privacy Statement**

**Version: 3.0**

**Date of Issue: Jan 2019**

## 14. Contacting us

If you have any questions, comments and requests regarding this Privacy Statement you should address all correspondence to the GDPR Compliance and Quality Administrator or the Registrar's office, Marino Institute of Education, Griffith Avenue, Dublin 9 or please contact [dataprotection@mie.ie](mailto:dataprotection@mie.ie).

## 15. Document Control

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