

Policy Identifier: MIE Privacy Statement

Policy Title:	MIE Privacy Statement
Description:	This policy outlines how MIE will collect and process personal information in order to carry out its statutory, academic and administrative functions.
Author (Position):	Data Protection Officer
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MIE Privacy Statement

1 Context

Who are we?

- 1.1 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. The association with Trinity College Dublin, the University of Dublin (hereafter referred to as Trinity) has led the Institute to formalise an agreement which places MIE under the joint trusteeship of the Congregation of Christian Brothers European Province and Trinity.
- 1.2 Acting in its capacity as a data controller, MIE's internal records of processing activities carried out under the control of the Institute contain the following information:
 - The Institute's name and contact details, and the name and contact details of the DPO.
 - Where applicable, MIE also records joint controller details and/or details pertaining to the controller's representative;
 - The purposes of the processing;
 - A description of the categories of data subjects;
 - The categories of personal data;
 - The categories of processing carried out on behalf of each controller;
 - The categories of recipients to whom the personal data has or will be disclosed (including any recipients in third countries or international organisations);
 - Where applicable, transfers of personal data to a third country or an international organisation (including the identification of that third country or international organisation and where applicable, the documentation of suitable safeguards);
 - Where possible, the envisaged time limits for erasure of the different categories of data;
 - A general description of the processing security measures pursuant to [GDPR Article 32\(1\)](#).

⁷ See [Record Management Policy](#) and [MIE Records Retention Schedule](#)

MIE utilises the services of third parties for certain processing activities. The Institute engages in due diligence (e.g., Data Protection Impact Assessment). We ensure that we have the appropriate contractual arrangements in place (e.g., Data Protection Agreement and Data Sharing Agreement) when forming business relationships and use information audits to identify, categorise and record personal data that is processed outside MIE's direct control, so that the data, processing activity, processor and legal basis are recorded, reviewed and easily accessible.

Such external processing includes (but is not limited to):

- IT systems and services
- Human Resources
- Student Support Services (Counselling Service, Disability Service, Medical Service)
- Payroll
- Legal services (including the Counselling Service, the Disability Service and the Medical Service, with all of whom MIE has service level agreements).

1.3 Pursuant to [Article 6 1\(b\) Lawful Processing of General Data Protection Regulation](#) (GDPR), which provides a lawful basis for the processing of personal data to the extent that "processing is necessary for the performance of a contract to which the data subject is party or in order to take the steps at the request of the data subject prior to entering into a contract", MIE will collect and process personal information in order to carry out its statutory, academic and administrative functions. Such information may relate to many categories of people, which include the students and staff of MIE.

1.4 This Privacy Statement explains how MIE processes information, particularly personal data received from students, employees and other stakeholders. Please read the following carefully to understand MIE's approach and practices regarding personal data and other information and how MIE treats it. People are advised not to use the [MIE website](#), [Moodle](#), email, products, or services if they do not agree with the ways in which MIE will process personal data and other information.

1.5 MIE is not responsible for the content or privacy practices of other websites which may be accessed through the [MIE website](#). It is MIE's policy to clearly identify links to

external websites, and it is users' responsibility to satisfy themselves 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 [MIE IT Acceptable Use Policy](#).

2 What personal information does MIE collect?

Depending on the particular circumstances, MIE may collect and hold a range of different information. This can include name, gender, age, date of birth, photograph, 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 MIE may sometimes need to collect additional information for registration purposes for example, including academic results, references, or for supporting student appeals etc.

3 How does MIE collect information?

MIE may collect and process information about you in a number of ways, including:

- 3.1 Directly from you, or through people contacting the Institute with a request, complaint, or query;
- 3.2 When people visit [MIE's 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 that are accessed;
- 3.3 From third parties, such as related colleges or referees;
- 3.4 From [MIE records](#) of how you use MIE products or services; and
- 3.5 From publicly available sources of information.

4 For what purpose does MIE use personal information?

Purposes for use of information include:

- 4.1 To determine suitability for MIE courses and other services;
- 4.2 To administer and manage the courses and services MIE provides, to charge for them, and to process payment and collect any amounts owed to MIE;
- 4.3 To provide information requested from MIE about courses and services;
- 4.4 To assist people with enquiries and to provide better customer service;

- 4.5 To notify people about changes to courses and services which are acquired from MIE or which are otherwise subscribed to;
- 4.6 To carry on the Institute's arrangement with Trinity College Dublin (Trinity), the designated awarding body;
- 4.7 To conduct research and analysis to further enhance and improve the quality of the courses and services that MIE offers. MIE endeavours to ensure that MIE de-personalises any personal data before using such data for research and development purposes;
- 4.8 To comply with any law applicable to us or arising from other people's or entities' interaction with the Institute;
- 4.9 To offer services provided by third parties related to studies with MIE;
- 4.10 To comply with requests for information by bodies such as, but not limited to, [The Teaching Council](#), [The Department of Education](#), [Student Universal Support Ireland \(SUSI\)](#) and the [Higher Education Authority \(HEA\)](#).

5 How does MIE share personal information?

- 5.1 Any information which is provided in this way is made available only to third parties for which consent has been granted, and is used by MIE only in accordance with the purpose for which the information was provided and will be retained only for as long as required for the purpose. By submitting personal data, people agree to this transfer, storing or processing of their personal data by MIE. In addition, MIE may disclose information to its regulators and where necessary to Trinity. MIE will not share, sell, or distribute personal information to third parties for advertising or marketing products or services without the person's consent. MIE may share information with analytics and search engine providers that assist MIE in the improvement and optimisation of its website. An individual can withdraw consent for MIE to share, sell or distribute personal information to third parties at any time.
- 5.2 Where permitted by law, MIE reserves the right to release personal data without consent and/or without consulting with the person, when MIE believes that this is appropriate to comply with its legal obligations, to protect the security of the website

and related technologies, to prevent and minimise the effects of fraud, and otherwise to protect the Institute's legitimate interests and/or the legitimate interests of its partners or stakeholders.

5.3 Payroll (update November 2020), Pension and Employee Benefit Insurance (update May 2023) Processing:

The payroll processing function at MIE transitioned to the Higher Education Payroll Shared Services (HEPSS) In November 2020. MIE remains the Data Controller and the HEPSS are the Data Processor. For more information about how the Education Shared Business Services (ESBS) processes data, please see the [ESBS' Privacy Statement here](#). Required details for the processing of Pension and Employee Benefit Insurances are provided to the relevant agents and insurance/pension companies and these companies are required to adhere to strict processing arrangements which are GDPR compliant.

6 Where do we store personal information?

- 6.1 We may store personal information in hard copy or electronic format, in storage facilities which we own and operate ourselves, or that are owned and operated by service providers within the European Economic Area (EEA).
- 6.2 It is possible that some of the personal information held may be transferred to, and stored at, a destination outside the 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 MIE's service providers or someone else. Any such transfers of personal data outside the EEA will comply with the requirements of a Data Processing Agreement. By submitting personal data, people agree to this transfer, storing or processing.

7 For how long do we retain personal data?

With reference to [MIE Records Retention Schedule](#), MIE retains 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 legal obligations.

8 How does MIE keep personal information accurate and safe?

- 8.1 MIE will take all steps deemed to be reasonably necessary to ensure that personal information is treated securely and in accordance with this Privacy Statement. MIE

seeks to ensure that it keeps personal data accurate and up to date. However, the data owner is responsible for informing the Institute of any changes to their personal data and other information (such as a change in contact details).

8.2 While MIE takes these steps to maintain the security of people's information, people should be aware of the many information security risks that exist and take appropriate care to help safeguard their information. The nature of the internet is such that MIE cannot guarantee the security of the information transmitted to the Institute electronically, and any transmission is at the sender's own risk. MIE stores information provided on secure servers and deploys appropriate technical and organisational security measures in the storage and disclosure of personal data to try to prevent unauthorised access or loss.

9 What are individual people's rights?

9.1 [Data Protection Legislation](#) provides a range of individual rights. With reference to [GDPR Chapter III](#), MIE is required to facilitate the following:

- The Right to be Informed about the collection and use of their personal data.
- The Right of Access to a copy of personal data and for information relating to that data. Individuals have the right to access information held about them by submitting a [Data Subject Access Request \(DSAR\) form](#) to the Data Protection Officer at dpo@mie.ie.
- The Right to Rectification is the correction of inaccurate or incomplete data. Individuals may request that MIE updates, corrects or deletes any inaccuracies in their personal data.
- The Right to Erasure whereby individuals can petition MIE to have their data erased from its systems.
- The Right to Restrict Processing may arise certain circumstances whereby MIE may be requested to restrict the processing of personal data, to validate, verify, or comply with a legal requirement of a data subject's request.
- The Right to Object to Processing with opt-out options on direct marketing material, whether conducted by MIE or by third parties on the Institute's behalf. Individuals have the right to ask MIE not to process their personal data for marketing purposes. Before collecting personal data, MIE will inform people if it intends to use such personal data for marketing purposes or if the Institute intends to disclose

information to any third party for such purposes.

- The Right to Data Portability allows data subjects to transmit personal data from one IT environment to another without hindrance to usability.
- The Right to Lodge a Complaint with the supervisory authority ([DPC](#)) if the data subject considers that the processing of personal data relating to them infringes this Regulation.
- The Right to Not be Subject to a Decision Based Solely on Automated Decision Making, where processing is carried out without human intervention and where it produces legal effects or significantly affects the data subject.

9.2 Any of these rights under GDPR People may be exercised by contacting dpo@mie.ie.

10 Research and personal data

The [Data Protection Act, 2018](#) 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:

- 10.1 Can be processed for purposes other than that for which it was collected, provided that it is still only a research purpose;
- 10.2 Can be held indefinitely; and
- 10.3 Is exempt from the data subject's right of access (where the data is processed for research purpose only)

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 [Data Protection Act, 2018](#). Researchers wishing to use personal data should be aware that the [Data Protection Act, 2018](#) will still apply.

11 CCTV on the MIE campus

- 11.1 [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.

11.2 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, students or others. [CCTV](#) footage is not disclosed to any third party except An Garda Síochána in the case of a disclosure pursuant to the [Data Protection Act, 2018](#). For information on [CCTV](#) operations at MIE please contact the Director of Conferencing and Facilities.

12 Changes to the MIE Privacy Statement

Any changes MIE may make to the MIE Privacy Statement in the future will be, where appropriate, notified to relevant people by email. Please check back frequently to see any updates or changes to this Privacy Statement.

13 Contacting us

If anyone has any questions, comments, or requests regarding this Privacy Statement they should address all correspondence to the Data Protection Officer, Marino Institute of Education, Griffith Avenue, Dublin 9, D09 R232 or contact dpo@mie.ie.

14 Related Documents

- 14.1 [Article 6 1\(b\) Lawful Processing of General Data Protection Regulation](#)
 - 14.2 [Data Protection Legislation, 2018](#)
 - 14.3 [Data Protection Act, 2018](#)
 - 14.4 [MIE IT Acceptable Use Policy](#)
 - 14.5 MIE GDPR Data Processing Agreement with External Examiners (available on request)
 - 14.6 [CCTV Policy](#)
 - 14.7 [MIE Disciplinary Policy](#)
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14.8 [MIE Records Retention Schedule](#)

14.9 [Document Retention Policy](#)