

Document Identifier: Disability Service - Privacy Notice

Document Title:	Disability Service – Privacy Notice
Description:	This is a statement of the practices of the Marino Institute of Education Disability Service, in connection with the capture of personal data on MAESTRO, MIE's Student Records Management System.
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Disability Service - Privacy Notice

1. Introduction

This is a statement of the practices of the Marino Institute of Education (MIE) Disability Service, in connection with the capture of personal data on [MAESTRO](#), MIE's Student Records Management System. All information related to students registered with the MIE [Disability Service](#) is shared with MIE's Service Level Provider, the [Disability Service](#) of Trinity College Dublin, the University of Dublin (hereafter referred to as Trinity).

The Institute fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the Institute¹. Any personal information which you volunteer to the Institute will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation². From 25th May 2018, we shall process your personal data in accordance with the [General Data Protection Regulation \(EU\) 2016/679](#).

The privacy notice explains the following

- How the Institute collects and uses your personal data
- The purpose and legal basis for collecting your personal data
- How the Institute stores and secures personal data
- Details of third parties with whom the Institute shares personal data
- What your rights are

2. How we Collect and Use your Personal Data

The personal data we collect from you will only be used by the Institute for lawful purposes outlined in this privacy notice.

Personal data will be collected in the following way:

Electronic format - when you register online with the MIE [Disability Service](#), which is delivered in collaboration with Trinity [Disability Service](#), your personal data related to your disability is uploaded directly to [MAESTRO](#), MIE's Student Records Management System.

Personal data will only be disclosed to other members of Institute staff when it is necessary for them to implement, improve, or review your support and this is what you are asked to consent to when registering with the [Disability Service](#). Personal data is held to assess whether it is appropriate to make reasonable accommodations and/or the nature of the reasonable accommodations to be made.

The data collected will be shared with the following areas of the Institute and used for the purposes outlined below:

¹ See [MIE Privacy Policy](#)

² See [Data Protection Policy](#), [Data Protection Legislation, 2018](#) and [Data Protection Directive 95/46/EC](#)

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Area of MIE with which Data will be Shared	Purpose of Sharing Data
Registrar's Office (including Examinations)	To ensure you receive the reasonable accommodations identified for you in Institute examinations and assessments
Accommodation Services	Recommendation for rooms if you apply to stay in MIE's Residence under the Disability Access Route to Education (DARE) beds scheme ³ .
Library	To enable you to avail of additional borrowing privileges ⁴
Placement Supervisor ⁵	To ensure you receive the appropriate levels of reasonable accommodations identified in the Needs Assessment. Where external placements, are an integral part of the course, a student may give consent to share their Placement Learning Educational Needs Summary (PLENS) report
IT Department	Print Credit - Student number sent to IT Department to provide students with access to print credit
Institute Safety Officer	To create a Personal Emergency Evacuation Plan to ensure your needs are supported in the event of an emergency evacuation ⁶
School and Department staff	School and Department staff are provided with your 'Learning Educational Needs Summary' (LENS) to ensure agreed reasonable accommodations are provided to you
Conferencing Service – Locker	To ensure you receive locker facilities as identified in your LENS
MIE Tutor ⁷	To ensure you receive the reasonable accommodations identified in the needs assessment process and reported in your LENS report
External professionals e.g. GPs', educational psychologists, Community mental health team	In order to provide or receive additional information or advice on the supports required ⁸ .
Family members or former teachers or support personnel	You may wish for us to talk to family or other professionals who have supported you in the past. We ask you to indicate the names and contact details of these individuals. Please note that we cannot disclose your personal data or support needs in the Institute unless you consent to disclose ⁹ and have named them to us on the MIE 'Consent to disclose Disability Information' form.

When we share your personal data with the parties outlined here, the Institute will ensure that the data is only processed according to our specific instructions and that the same standards of confidentiality and security are maintained. Once the processing of personal data is complete, any third parties with whom data was shared will be required to return the data to the Institute, save where they are required to retain it by law.

³ See [DARE Accommodation Policy](#)
⁴ See [Library Access and Borrowing Policy](#)
⁵ See [Mentoring Policy for Students on School Placement](#)
⁶ See [Personal Emergency Evacuation Plan \(PEEP\) Form](#)
⁷ See [Tutor System Policy](#) and [Tutor System Procedure](#)
⁸ See [Mental Health Policy](#)
⁹ See [Consent to Disclose and Share Disability Information](#)

3. The Purpose and Legal Basis for Collecting Personal Data

The personal data we collect will be used to provide students registered with the [Disability Service](#) the reasonable accommodations identified at the needs assessment process as this is the only way for students to receive the reasonable accommodations in MIE¹⁰.

4. Purpose

The personal data collected by the Institute will be used to ensure the reasonable accommodations contained in the LENS report will be implemented.

5. Legal Basis

The legal basis for collecting personal data is to comply with our duties under the General Data Protection Regulation (GDPR)¹¹, the [Disability Act, 2005](#), [Equal Status Acts, 2000 \(as amended\)](#) and the [Employment Equality Act, 1998 \(as amended\)](#)¹².

The Institute will ensure that personal data is processed fairly and lawfully in keeping with the principles of data protection¹². For the purposes outlined in this privacy notice, personal data will be processed on the basis of your informed consent. When you register with the [Disability Service](#), you are provided with detailed information on the personal data we collect and how it will be used, as per the 'MIE [Consent to Disclose and Share Disability Information](#) Form'— see Appendix 1.

6. Consent

You may withdraw your consent to disclose your information at any time. To withdraw your consent, we require you to advise us in writing that you are withdrawing your consent; this can be done by writing to access@mie.ie¹³.

In order to register with the [Disability Service](#), you are required to access the disability online registration system, via [MAESTRO](#) using your unique user name and password.

Full information regarding the collection and use of your data is provided to you during registration. You are required to read the 'MIE [Consent to Disclose and Share Disability Information](#) Form'.

If you require reasonable accommodations in MIE, you are required to confirm that you have read the 'MIE [Consent to Disclose and Share Disability Information](#) Form' and consent to the information by clicking 'Yes'.

¹⁰ See [Code of Practice for Students with Disabilities](#)

¹¹ See [Data Protection Policy](#), [Data Protection Legislation, 2018](#) and [Data Protection Directive 95/46/EC](#)

¹² See also [Employment of People with Disabilities](#)

¹³ See [Consent to Disclose and Share Disability Information](#)

You will also be informed that if you do not agree to the points outlined within the ‘MIE [Consent to Disclose and Share Disability Information](#) Form’, then you will be unable to fully register with the [Disability Service](#) and this will delay your application to receive reasonable accommodations.

Should you have any queries about the ‘MIE [Consent to Disclose and Share Disability Information](#) Form’, you are requested to contact a member of the [Disability Service](#) staff for more information.

7. How we Store and Secure Personal Data

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

In keeping with the data protection principles, we will only store personal data for as long as is necessary.

For the purposes described here, we will store your data securely, as follows:

- a. Paper records/documents – stored securely in a locked filing cabinet
- b. Electronic records: All disability documentation you provide is stored on [MAESTRO](#) (maestro.mie.ie) and are only available to you and the [Disability Service](#). Notes on all interactions are stored on the [Disability Service](#) database, with access limited to authorised [Disability Service](#) and [Registrar's Office](#) staff.
- c. Retain your data for 7 years following graduation, in accordance with the Institute’s [Record Management Policy](#). It will then be securely destroyed.
- d. Statistical information gathered to monitor and evaluate the [Disability Service](#) will be anonymous.
- e. European Social Fund information will be retained for a minimum of 7 years and up to 16 years depending on requirements of the European Social Fund.

When the Institute stores your personal data on [MAESTRO](#), the data will be stored either on the Institute premises or on secure IT platforms within the European Economic Area, which are also subject to European data protection requirements¹⁴.

8. What are your Rights?

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

9. Right of Access

¹⁴ See [Data Protection Policy](#), [Data Protection Legislation, 2018](#) and [Data Protection Directive 95/46/EC](#)

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.

10. Consent

You have the right to withdraw your consent where that is the legal basis of our processing¹⁵.

11. Rectification

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

12. 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 anonymised data for scientific research.

13. Object and Restrict

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

- The processing is based on public interest or in order to pursue a legitimate interest
- The personal data was processed unlawfully
- You need the personal data to be deleted in order to comply with a legal obligation

14. Portability

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 consent¹⁶.

¹⁵ See [Consent to Disclose and Share Disability Information](#)

15. Contact

If you have any queries relating to the processing of your personal data for the purposes outlined above or if you wish to make a request in relation to your rights, you can contact the Access Officer at access@mie.ie.

If you wish to make a complaint or escalate an issue relating to your rights you can contact the GDPR Compliance and Quality officer at dataprotection@mie.ie

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

16. Related Documents

- 16.1 [MIE Privacy Policy](#)
- 16.2 [Consent to Disclose and Share Disability Information](#)
- 16.3 [Code of Practice for Students with Disabilities](#)
- 16.4 [Data Protection Policy](#)
- 16.5 [Employment of People with Disabilities](#)
- 16.6 [DARE Accommodation Policy](#)
- 16.7 [Library Access and Borrowing Policy](#)
- 16.8 [Mentoring Policy for Students on School Placement](#)
- 16.9 [Personal Emergency Evacuation Plan \(PEEP\) Form](#)
- 16.10 [Tutor System Policy](#)
- 16.11 [Tutor System Procedure](#)
- 16.12 [Mental Health Policy](#)
- 16.13 [Record Management Policy](#)