



PATH Leinster Pillar 1 1916 Bursary Application for 2022/23 Entry Privacy Notice

1. ABOUT THIS NOTICE

Higher education institutions are administering the 1916 Bursary Scheme on a regional basis, known as clusters. One of the clusters is the Leinster Pillar 1. This is made up of 6 higher education institutions: University College Dublin (UCD), Trinity College Dublin (TCD), National College of Art and Design (NCAD), Institute of Art, Design & Technology, Dun Laoghaire (IADT), Marino Institute of Education (MIE) and Royal College of Surgeons in Ireland (RCSI).

By completing this application form, you will be submitting your personal data to this cluster of higher education institutions. Personal data that you submit using this application form will be used only for the purpose of processing your application for the 1916 Bursary. The website links for each organisation's DPO are listed at the end of this statement. Any sensitive data which you provide in your application for the 1916 Bursary will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Policies of the relevant HEI and in compliance with relevant Data Protection.

On behalf of the group, UCD will process the 1916 Bursary Fund. UCD Access & Lifelong Learning is a unit within UCD with responsibility for widening access and supporting diverse student cohorts, including students with disabilities, mature students, part-time learners, and students from communities experiencing disadvantage. UCD, through its Access & Lifelong Learning unit, provides the administration of the application process on behalf of the PATH Leinster Pillar 1, where the HEIs listed above act as joint controllers under GDPR. UCD is also a processor.

This statement sets out how and why we process your data, on behalf of the Leinster Pillar 1, as part of the 1916 Bursary Scheme, your rights in relation to this processing and how you can exercise them.

2. Who are 'We'?

Throughout this Notice, "we", "us" and "our" refers to the HEI's participating in the 1916 Bursary: **Leinster Pillar 1** (Institute of Art Design and Technology, Marino Institute of Education, National College of Art and Design, RCSI University of Medicine and Health Sciences, Trinity College Dublin, University College Dublin) .

3. HOW DO WE COLLECT YOUR PERSONAL DATA?

The data we collect from you will be in the following manner:

- Electronic application to short list and rank candidates for the Path 2 bursaries.
- Your data will be fully identifiable initially but pseudonymised during the project.

4. WHAT AND WHY WE PROCESS YOUR DATA

Data fields collected/processed	Purpose
Full name	Identification for communication
Home address and Geo code.	To apply geocoding to the process. To contact you with the outcome of the bursary section.
Email address	For communication and follow up on the application process.
CAO Number	To check you have applied for a place in the participating HEI, confirmation of course offer, DARE/HEAR eligibility.
Date of Birth	To check if you require parental consent on your application
PPS no. as all applicants must demonstrate that they would qualify for the special rate of maintenance grant under the Student Grant Scheme (SUSI) and/or are in receipt of a Department of Social Protection (DSP) long-term means-tested social welfare payment.	Eligibility criteria for the 1916 Bursary
Applicants must also have been resident in the State (Republic of Ireland) for three of the past five years on the date on which their first year of study commences. This will be verified by SUSI eligibility or CAO application.	Eligibility criteria for the 1916 Bursary
If the applicant is a member of a HEA target group: Students from communities, groups or areas that are socio-economically disadvantaged or that have low levels of participation in higher education, including those who have experienced homelessness, the care system, survivors of domestic violence, and those who have experience of the criminal justice system.	Eligibility criteria for the 1916 Bursary

<p>First-time mature students (23 or older on 1 January of their year of entry to higher education).</p> <p>Students with a disability (particularly those with a physical or mobility impairment, those who are deaf or hard of hearing and those who are blind or have a visual impairment).</p> <p>Members of Irish Traveller community and Roma community.</p> <p>Further education and training award holders progressing to higher education.</p> <p>Lone parents or teen parents (confirmed by the Department of Social Protection (DSP) as holding a long-term means-tested social welfare payment) – at least 20% of Tier 1 bursaries will be targeted at lone parents.</p> <p>Students who are migrants, refugees or who are from ethnic minorities who are lawfully present in the State and are:</p> <ul style="list-style-type: none"> - a national of an EU Member State, a state which is a contracting state to the EEA agreement, the UK or the Swiss Confederation, - or person whose current immigration status or leave to remain under the Department of Justice. 	
Admissions Pathway	Eligibility criteria for the 1916 Bursary; legal requirement to report on performance of the bursary to the HEA
Registered with the HEI Disability Support Services (where relevant)	Eligibility criteria for the 1916 Bursary
Parental consent	If you are under 18, to check your parents are happy for you to apply to the 1916 Bursary.

5. DATA COLLECTED WILL BE SHARED WITH:

- **UCD Access & Lifelong Learning** – central administration of the application process; communicate the outcome of the application.
- **Leinster Pillar 1 Cluster HEIs** - to communicate the outcome of your application; review personal statements and confirm the shortlist of eligible applicants.
- **HEA** –An anonymised version of your information will be shared with the HEA, to comply with the 1916 Bursary Scheme’s reporting requirements.

- **CAO** - to confirm you have been offered a place in one of the HEIs, if you are HEAR eligible or DARE Eligible and your entry route - i.e. Mature, QQI, or round 1.
- **SUSI** - to confirm information on your eligibility for SUSI special rate, if you are a first-time entrant, if you are a Lone Parent in receipt of DEASP payment, or a first-time mature student.
- **GAMMA** - Your address and Eircode will be shared with GAMMA.ie, to enable understanding of what areas are represented by applicants for the 1916 Bursary. No other information will be shared with GAMMA.

The Data Protection Acts allows us to process your data because you have provided your explicit consent. You are entitled to withdraw your consent at any time. If you do not give your consent or withdraw your consent, we will no longer process your personal data and your application to the 1916 Bursary cannot be considered. We will take steps to delete all reference to your data securely.

6. LEGAL BASIS FOR PROCESSING YOUR DATA

Your data will be processed by institutions of Leinster Pillar 1, on the legal basis of GDPR article 6.1 (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and GDPR article 9.2 (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

UCD, in its management of the electronic application to short list and ranking of candidates for the 1916 bursaries will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection. The data is not subject to any cross-border transfer.

7. HOW AND FOR HOW LONG WE STORE YOUR DATA

Any data we collect from you will be stored confidentially and securely. The university is committed to ensuring all accesses to, uses of, and processing of university data is performed in a secure manner. In keeping with the data protection principles, we will only store your data for as long as is necessary. For the purposes described here we will store your data for the following durations:

Each HEI will retain the Shared Data of eligible applicants for 4 years/ the duration for your studies, to assist in the academic process for the disbursement of the bursary to successful candidates, in line with each HEI's admissions/data retention policy. Ineligible applicant's data will be destroyed by UCD after one year (which is the length of the pilot). After this period the details that you have provided will be anonymised and used in reporting to the HEA.

Data will be collected from applicants through an online Microsoft form, hosted by UCD. Data will be downloaded from the Microsoft form and stored in encrypted, and password protected files in the 1916 Bursary folder on secure drives on the UCD premises for the duration of the pilot. Limited Authorised UCD Staff will have access to process the eligibility outcomes.

Where data were transferred to other participating HEIs, as relevant to the application process, data will be processed in line with those HEIs' privacy policies.

8. WHAT ARE YOUR RIGHTS?

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

Access

You have the right to request a copy of the personal data we are processing about you.

Rectification

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

Consent

You have the right to withdraw your consent. But this does only affect processing where consent is the legal basis of our processing.

Erasure

You have the right to have your personal data deleted where we no longer have any justification for retaining it

Object

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

We have processed the personal data for scientific or historical research purposes or statistical purposes unless the processing is necessary for the performance of a task carried out for reasons of public interest.

Restriction

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

- You are contesting the accuracy of the personal data.
- The personal data was processed unlawfully.
- You need to prevent the erasure of the personal data to comply with legal obligations.
- You have objected to the processing of the personal data and wish to restrict the processing until a legal basis for continued processing has been verified.

Portability

Where it is technically feasible 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 consent and if that processing is carried out by automated means.

If you would like to exercise any of the above rights, please see our contact details below.

9. HOW TO CONTACT US

If you have any queries relating to the processing of your personal data for the purposes outlined above or wish to make a request in relation to your rights, you can contact:

UCD Access & Lifelong Learning Centre
Level 1, James Joyce Library Building,
UCD Belfield, Dublin D04 VIW8
all@ucd.ie

If you have any concerns or complaints in relation to the use of your personal data in the application form, you can contact UCD's Data Protection Officer at the following address:

Data Protection Officer
UCD
Belfield
Dublin 4
gdpr@ucd.ie

If you have any concerns in relation to how your personal data is used by the higher education institution you are applying to, you may contact that institution's Data Protection Officer. Below are links for each of these units within the different higher education institution:

- [Trinity College Dublin](#)
- [National College of Art and Design](#)
- [Institute of Art, Design & Technology, Dun Laoghaire](#)
- [Marino Institute of Education](#)
- [Royal College of Surgeons in Ireland](#)

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](#).

10. Consent

Finally, in submitting this form, you understand and agree that your personal details will be used by the 1916 Bursary Application Unit for the purposes outlined above.

I have read and accept the Privacy Notice and Consent to share personal data for the purpose of my 1916 Bursary application.

Yes (I consent to the processing of personal data)

No (If you select this box you are withdrawing from the application process)