



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

Galway and Roscommon Education and Training Board

Privacy Notice to students (and their parents/guardians)

By applying for and/or attending an ETB school, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by Galway and Roscommon Education and Training Board. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.gretb.ie

1. We are Galway and Roscommon Education and Training Board. Our address and contact details are Galway and Roscommon Education and Training Board Headquarters, An Coiléar Bán, Athenry, Co. Galway. Phone: 091 874500. We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as maybe delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at www.gretb.ie
2. When you are a student with Galway and Roscommon Education and Training Board, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in section 2 of our Data Protection Policy. If you are under 18 years when you enrol, 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. We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and well-being; to care for our staff and students; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. 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 section 2 of our Data Protection Policy

available at www.gretb.ie

3. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. 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, for fraud prevention measures, etc) and they may aggregate it with other information they already hold about you and your family. We 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), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers 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 section 3 of our Data Protection Policy available at www.gretb.ie
4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of GRETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of GRETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU.
5. We do not engage in automated decision making/profiling.
6. 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 Galway and Roscommon Education and Training Board). For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.gretb.ie
7. 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.For further information, please see section (7) of our Data Protection Policy available at www.gretb.ie , or alternatively contact our Data Protection Officer.
8. We have appointed a Data Protection Officer (DPO) on an interim basis. The contact details are Data Protection Officer, GRETB H.Q., An Coiléar Bán, Athenry, Co. Galway. Contact: 091 874548, email: data.protection@gretb.ie. If you have any queries, please consult our Data Protection Policy (available at www.gretb.ie) or contact our DPO.



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

COVID 19 PRIVACY NOTICE

This privacy notice is an addendum to Galway & Roscommon ETB's main Privacy Notice and it explains how Galway & Roscommon ETB (as Data Controller) may use your personal data, specifically in relation to the COVID-19 (coronavirus) pandemic.

We are Galway and Roscommon Education and Training Board. Our address and contact details are Galway and Roscommon Education and Training Board Headquarters, An Coiléar Bán, Athenry, Co. Galway. Phone: 091 874500. We provide primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes e.g. through Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see section 1 of our Data Protection Policy available at www.gretb.ie

At this time, we seek to collect and process special category personal data in response to the recent outbreak of Coronavirus, which is in addition to the data that would ordinarily be collected from you by GRETB. This additional personal data being collected includes whether you, as a data subject, have experienced, or are experiencing, Covid-19 symptoms, are in any of the high-risk categories which are most vulnerable to become infected and/or seriously ill, have been advised by a doctor to isolate or cocoon, or have been in close contact with someone who has diagnosis of suspected, or confirmed, Covid-19. It may also include additional information such as recent foreign travel, if this is required or advised by the Government and/or national or international health organisations. The purpose of collecting this data is to ensure the safety and well-being of our employees, learners and the general public and to comply with Government guidelines and legislation regarding employees returning to work *etc.* The information sought from you is limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

The General Data Protection Regulation requires specific legal conditions to be met to ensure that the processing of personal data is lawful. The conditions relevant to the GRETB processing of the data in question are:

- **Article 6 (1) (c)** – processing is necessary for compliance with a legal obligation to which the controller is subject.
- **Article 6(1)(d)** – processing is necessary in order to protect the vital interests of the data subject or another natural person.
Recital 46 adds that “*some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread*”.
- **Article 6(1)(e)** – 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.

Additionally, the processing of special categories of personal data, which includes data concerning a person’s health, are prohibited unless specific further conditions can be met. These further conditions relevant to GRETB’s processing of the data in question are:

- **Article 9(2)(b)** – processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
- **Article 9(2)(i)** – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care.

In this current pandemic, we may share your information with other public authorities and emergency services; when necessary in a proportionate and secure manner. Contact with you to obtain consent before sharing will not be required where consent is not the legal basis for processing such data, as set out above. Please be assured that protection of personal data remains a priority at this time. We will only share your personal information where the law allows, and we always aim to share the minimum data necessary to achieve the purpose required. The information will not be shared outside the EEA. Further, the information will only be used for the purposes mentioned in this Privacy Notice and GRETB’s Data Protection Policy. Therefore, health information provided by you in relation to the outbreak of Covid-19/Coronavirus will not be used for any other purpose. Such health information will also only

be retained for limited specific times. That is, we will only keep your information for as long as it is necessary, taking into account Government advice and the ongoing risk presented by Covid-19/Coronavirus. When the information is no longer needed for this purpose, it will be securely deleted.

We do not engage in automated decision making/profiling.

You have rights with respect to your personal data, which remain intact during the coronavirus pandemic. For further information, please see section 7 of our Data Protection Policy available at www.gretb.ie

If you require further information about how we process your personal data, you can contact our Data Protection Officer by email at data.protection@gretb.ie or by post to Data Protection Officer, Galway & Roscommon ETB Administration Offices, An Coiléar Bán, Athenry, Co. Galway.