

Letterkenny Institute of Technology REACH Bursary Scheme

Name of Applicant: _____

Address: _____

Home phone number: _____ **Mobile:** _____

Primary school attended: _____

Post-primary school attended: _____

Total number of brothers and sisters in your family under age of 18:

Highest level of education attained by either mother/father:

Junior Certificate	
Leaving Certificate	
Degree	
Masters	
Other Please Specify	

Highest level of education attained by either brother(s) / sisters(s), if any:

Junior Certificate	
Leaving Certificate	
Degree	
Masters	
Other Please Specify	

Please indicate your interests/hobbies outside of school:

Have you included LYIT in your CAO applications form?

Yes **No**

If yes what is your CAO Number?

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Have you ticked the disability box in the CAO form?

Yes **No**

What do you see as the main obstacles to you achieving your education objectives?

Declaration:

I confirm that I have read the attached Privacy Notice and agree to the processing of my personal data by the LYIT in accordance with these guidelines in order to process the REACH Scholarship Form.

Signed: _____
(Applicant)

Date: _____

Signed: _____
(School Principal/Guidance Counsellor)

Date: _____

Please provide a statement of your parents income (P.21 form or if self-employed a certified statement of annual accounts for 2018). **Please ensure that you have permission to provide this information.**

Applications submitted without financial information will not be considered.

Return completed applications to:

Brian McGonagle

Access & Lifelong Learning Coordinator

Letterkenny Institute of Technology, Port Road, Letterkenny, Co. Donegal, F92 FC93

Privacy Notice

Data Controller Name: Letterkenny Institute of Technology (LYIT)
Address: Port Road, Letterkenny, Port Road, Co. Donegal, F92 FC93
Telephone: 353 (0)74 918 6000

Data Protection Officer Contact:
Telephone: 353 (0)74 918 6021
Email: dpo@lyit.ie

Why are you processing my personal information?

- For the processing of the Reach Bursary Scheme
- Statistical Purposes (anonymised data only)

What categories of personal data are you processing?

- Name, Address, Home and mobile phone number
- Details of primary and post primary school attended
- Details of number of siblings under age 18
- Highest level of education obtained by family members
- Hobbies and Interests (may include personal data)
- CAO Number
- Whether you have ticked the disability box in the CAO (sensitive personal data may be disclosed within this form)
- Information about any obstacles to achieving your education objectives
- Personal statement (may include personal data or sensitive personal data)
- Financial Information- Statement of Parent's income (P21 form or certified statement of annual accounts for 2018)

Where do you get my personal data from?

- REACH Bursary Form

Do you share my personal data with anyone else?

- Forms are not shared outside the LYIT. The forms and application process may be reviewed by the European Structural and Investment Programme administrators' onsite as part of a verification process.

Do you transfer my personal data to other countries?

No

How long do you keep my personal data?

We will only retain your data in line with our Data Retention Policy

What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data
- You are entitled to have personal data rectified if it is inaccurate or incomplete
- You have a right to have personal data erased and to prevent processing, in specific circumstances
- You have the right to 'block' or suppress processing of personal data, in specific circumstances
- You have the right to data portability, in specific circumstances
- You have the right to object to the processing of your data, in specific circumstances
- You have rights in relation to automated decision making and profiling

You should refer to LYIT's website for further information on your rights:

<https://www.lyit.ie/About/Policies-Publications/Data-Protection>

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact our Data Protection Officer by email dpo@lyit.ie

If I am still not happy?

You have the right to lodge a complaint with the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, or on the website www.dataprotection.ie