



## DATA PROTECTION NOTICE FOR LEARNING SUPPORT UNIT AT THE CURVE

As a user of the Learning Support Unit in The Curve at LYIT, the Institute will process some of your personal data. LYIT fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the Institute. Personal information held by LYIT is treated with the highest standards of security and confidentiality in accordance with data protection legislation. From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679.

### What information do we collect about you?

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

Personal data will be collected in the following way:

- Needs assessment – when students register with The Curve, they are required to provide their evidence of disability directly to the staff member conducting the Needs Assessment.

Personal data will only be disclosed to other members of Institute’s 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 us. 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.

### How do we use the information about you?

The data collected in the Needs Assessment form will be shared with the following areas of the Institute and used for the purposes outlined as follows;

LYIT Services	Data use
Academic Registry (including Examinations)	To ensure students receive the reasonable accommodations identified for them in College Examinations
ESF FSD /DSA/International Office	Application for financial support on behalf of the student
Library	To enable the student avail of additional borrowing privileges
Placement Co-ordinator/HOD	To ensure the student receives the appropriate levels of reasonable accommodations identified in the Needs Assessment Where external placements, as in the case of students on Professional courses, is an integral part of the course, a student may give consent to share their needs.



Computer Services	Name & student number to provide students with access to print credit
Safety Officer	Personal Emergency Evacuation Plan to ensure students' needs are supported in the event of an emergency evacuation
School and Department staff	School and Department Staff are provided with learning support requirements (via Sharepoint) to ensure agreed reasonable accommodations are provided to the student
Institute Counselling and Health Service	Name and student number To ensure students receive appropriate support when referred for these supports
Tutor	To ensure students receive the reasonable accommodations identified in the needs assessment process.
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.
Family Members	You may wish for us to talk to family or other professionals who have played a part in your support in the past and we have asked you to indicate the names and contact details of these individuals to us. Please note that we cannot disclose your personal data or support needs at college unless you consent to disclose and have named them to us on the LYIT Consent to Release Information Form during completion of Needs Assessment..

### **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 LYIT. The personal data we collect will be used to ensure the reasonable accommodations contained in the Needs Assessment report will be implemented.

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

The College will ensure that personal data is processed fairly and lawfully in keeping with the principles of data protection. 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 ‘LYIT Consent to Release Information Form’ – see Appendix 1.

## **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. Full information regarding the collection and use of your data is provided to you during your Needs Assessment. You are required to read the ‘LYIT Consent to Release Information form’.

If you require reasonable accommodations in LYIT you are required to confirm that you have read the ‘LYIT Consent to Release Information form’ and consent to the information by signing the document. You will also be informed that if you do not agree to the points outlined within the ‘LYIT Consent to Release Information form’, then you will be unable to fully register with The Curve and this will delay your application to receive reasonable accommodations.

Should you have any queries about the ‘LYIT Consent to Release Information form’, you are requested to contact a member of the Learning Support staff for more information.

## **How we store and secure personal data:**

Any personal data we collect will be stored confidentially and securely as required by the LYIT Information Security Policy. LYIT is committed to ensuring all accesses to, uses of, and processing of LYIT’s 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 – your completed Needs Assessment and all disability documentation you provide will be kept securely in a locked filing cabinet. Notes on all interactions are stored on the student’s file with access limited to authorised Disability Service staff.
- b) Electronic records: a summary of supports and allowances is stored in a password protected ‘SharePoint’ site and is only available to academic staff.
- c) Retain your data for 7 years following graduation, in accordance with the College’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) ESF/FSD information will be retained for a minimum of 7 years and up to 16 years depending on requirements of the European Social Fund.



When we store your personal data on our systems the data will be stored either on the LYIT premises or on secure IT platforms within the EEA, which are also subject to European data protection requirements.

**Does LYIT share your data with any third party?**

The Disability Service in LYIT will share your data with third parties (internal and external) where necessary for purposes of the processing outlined here. LYIT will share your data with the following third parties:

<b>LYIT Services</b>	<b>Data use</b>
Academic Registry (including Examinations)	To ensure students receive the reasonable accommodations identified for them in Institute Examinations
ESF FSD /DSA/International Office	Application for financial support on behalf of the student
Library	To enable the student avail of additional borrowing privileges
Placement Co-ordinator/HOD	To ensure the student receives the appropriate levels of reasonable accommodations identified in the Needs Assessment Where external placements, as in the case of students on Professional courses, is an integral part of the course, a student may give consent to share their needs.
IT Services	Name & student number to provide students with access to print credit
Health and Safety Officer	Personal Emergency Evacuation Plan to ensure students' needs are supported in the event of an emergency evacuation
School and Department Staff	School and Department Staff are provided with learning support requirements (via Sharepoint) to ensure agreed reasonable accommodations are provided to the student
LYIT Counselling and Health Service	Name and student number To ensure students receive appropriate support when referred for these supports
Tutor	To ensure students receive the reasonable accommodations identified in the needs assessment process.
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.
Family Members	You may wish for us to talk to family or other professionals who have played a part in your support in the past and we have asked you to



	<p>indicate the names and contact details of these individuals to us. Please note that we cannot disclose your personal data or support needs at college unless you consent to disclose and have named them to us on the LYIT Consent to Release Information form during completion of Needs Assessment..</p>
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When we share your personal data with the third 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.

### **Individual Rights**

You have the following rights, subject to certain exemptions, in relation to your data:

- The right to be informed about the data processing the Institute does
- The right to request access to your personal data held by the Institute – to have a copy of the personal data that we hold about you
- The right to rectification – to have inaccurate or incomplete personal data rectified
- The right to erasure of personal data where there is no legitimate reason for the Institute to continue to process your personal data. If you exercise this right, the Institute will continue to hold some personal data, which, for graduates, will include name, subject studied, graduation details, date of birth and unique identification, number, so that we do not inadvertently contact you in the future and to maintain your education records for archive purposes. We may also continue to hold some financial records about you for statutory purposes
- The right to restrict the processing of personal data – you have the right to block the processing of your personal data in specific situations
- The right to data portability - you have the right to request that the Institute provides some elements of your information (e.g. academic progress records) in a commonly used machine readable format in order to provide it to other organisations
- The right to object – you can object to the processing of your personal data by the Institute in certain circumstances, including the sending & receipt of direct marketing material
- The right to object to automated decision making & profiling. LYIT does not currently make decisions affecting students by automatic means without human intervention.

In order to exercise any of the above rights please contact us using the contact details set out below.



## **Data Retention**

The Institute will retain your personal data in accordance with our retention policy in our data inventories. The policy operates on the principle that we keep personal data for no longer than is necessary for the purpose for which we collected it. It is also kept in accordance with any legal requirements that are imposed on us. This means that the retention period for your personal data varies depending on the type of personal data.

The Institute will hold some of your data indefinitely in support of your lifelong relationship with LYIT, or unless you ask us to do otherwise. See 'The right to erasure of personal data' above.

## **Security**

We are committed to ensuring that your personal data is secure with us and with the data processors who act on our behalf. We are continuously taking technical and organisational steps to better protect your information. Data Protection/GDPR training has been made available to all staff.

## **How LYIT will contact you?**

We may contact you by telephone, email or post. In addition, if you have provided us with your mobile number, we may text you with Institute-related information.

## **How to contact us?**

Please contact us if you have any questions about the information we hold about you or to request a copy of that information:

- By email: [dpo@lyit.ie](mailto:dpo@lyit.ie)
- In writing: Data Protection Officer,  
LYIT, Port Road, Letterkenny,  
Co. Donegal, F92 FC93

### *Data Controller:*

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