

MEND Data Protection Policy for the 1916 Bursary

All of the higher education institutions are administering the 1916 Bursary Scheme on a regional basis, known as clusters. One of the clusters is the Midlands, East and North Dublin (MEND). This is made up of four higher education institutions: Dublin City University (DCU), Athlone Institute of Technology (AIT), Dundalk Institute of Technology (DkIT), and Maynooth University (MU).

By completing this application form, you will be submitting your personal data to this group of higher education institutions who work together to process the 1916 Bursary Fund. These are: Dublin City University (DCU), Athlone Institute of Technology (AIT), Dundalk Institute of Technology (DkIT), Maynooth University (MU). As such, these are the Data Controllers in relation to your personal data (see 'Data Protection Rules' below). Certain elements of your personal data will also be shared with the All-Island Research Observatory ([AIRO](#)), and with the Higher Education Authority (HEA).

Personal data that you submit using this application form will be used only for the purpose of processing your application for the 1916 Bursary. Your data will be treated in accordance with the Data Protection Policies of each Organisation. The website links and contact emails for each are listed at the end of this statement.

Why do we need your data?

By applying for the 1916 Bursary you will be required to provide us with the following personal data:

- Name, address, Eircode, date of birth, CAO number, mobile phone number, email address, country of birth, nationality
- If it applies to you, information about: the Free Fees Scheme, your residency status in Ireland, your main entry route into the college, and the HEAR/DARE Schemes.
- Information in your own words about: your educational hopes and aspirations; your financial situation, and your personal circumstances.

In relation to the Bursary, this personal data is necessary for:

- verification of your identity
- the assessment of your application,
- eligibility for the Bursary fund
- the selection of successful applicants,
- the provision of additional supports.

Separately, the following information is provided to the AIRO and the HEA:

- AIRO: Your address and Eircode will be provided to AIRO, to enable understanding of what areas are represented by applicants for the 1916 Bursary. No other information will be shared with AIRO.
- HEA: An anonymised version of your information will be shared with the HEA, in order to comply with the 1916 Bursary Scheme's reporting requirements.

If you do not provide the requested data, your application for the Bursary cannot be processed.

Data protection rules

Data protection concerns the safeguarding of privacy rights in relation to the processing of your personal data. This includes any information that can identify you. This may, for example, include a name, email address, date of birth or telephone number.

We must comply with of the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988-2018 when we collect and use your personal data. We act as 'Data Controllers' in respect of your personal data, and comply with our responsibilities under these laws.

How your personal information will be used

- We will only process such data for the purpose for which you provide it and to the extent necessary to process your application in line with the regulations attached to this Bursary.
- You have the right to withdraw your consent to processing and you also have the right to access any personal data relating to you on request (see 'Your Rights' section, below).
- The personal data you submit will be held for a period of 10 years. The personal data may be disclosed by each Organisation to relevant internal staff and agents in order to assess this application and to deliver support services to you.
- We may also share personal data with government departments, statutory bodies and funding agencies where this is required under legislation or for the provision of services to you.

Security

The online application form is hosted on each institution's website. A record of responses is generated as applicants submit their forms online. Access to the form and responses is strictly limited to authorised individuals within the institution, who require secure log-in credentials in order to access the information. Application details will be stored on a secure password protected shared drive.

Your rights

Under data protection rules, you have rights as a 'data subject'. These rights include:

- The right to be informed about what happens to information relating to you (personal data) (Articles 12-14 of GDPR);
- The right to access information relating to you which is held by the HEI (Article 15, GDPR);
- The right to rectification, to correct any errors in your personal data (Articles 16 & 19, GDPR);
- The right to erasure, to delete/destroy information relating to you which is held by the HEI (Articles 17 & 19, GDPR);
- The right to data portability (Article 20, GDPR);
- The right to object to processing of information relating to you (Article 21, GDPR);
- The right of restriction, to limit the way the HEI uses information relating to you (Article 18, GDPR); and,
- Rights in relation to automated decision making, including profiling (Article 22, GDPR).

Who to contact

Depending on which higher education institution you are applying to, you may wish to contact them for further information. If you have any questions in relation to how your personal data is used by that higher education institution, you may contact that institution's Data Protection Officer. If you have any questions in relation to access, supports or the 1916 Bursary Scheme, you may contact that college's Student Support Team.

Below are links for each of these units within the different higher education institution:

- [MU Data Protection](#)
- [MU Student Support](#)
- [DCU Data Protection](#)
- [DCU Student Support](#)
- [AIT Data Protection](#)
- [AIT Student Support](#)
- [DkIT Data Protection](#)
- [DkIT Student Support](#)

In addition, the Data Protection Commission (DPC) is the official authority overseeing data protection in Ireland. You have the right to lodge a complaint with the DPC if you believe your personal data is being processed by us unlawfully. To find out more information about how to make a complaint to the DPC, please visit dataprotection.ie.

Consent declaration

By proceeding to complete the following 1916 Bursary Application Form, you confirm:

- that you have read and fully understand the above statement and its contents
- that you consent to the obtaining, processing and retaining your personal data for the purposes described in the above statement.

Important: If you proceed to complete the 1916 Bursary Application Form, your personal data will be processed as described in the above statement. **If you do not wish to have your personal data collected by and further processed, please do not proceed.**