

Accommodation Privacy Notice

This Privacy Notice tells you how Carlow College, St Patrick's (Carlow College), collects and processes personal data associated with the management of accommodation. This Privacy Notice applies to persons who stay or reside in our accommodation, as well as those who enquire about or apply for accommodation services. Carlow College is the controller of personal data described in this Privacy Notice.

Information we collect and how we use it

The personal data that is processed by Carlow College depends on your relationship with us:

- If you simply enquire about accommodation, limited personal data is collected and it is used only for this purpose.
- If you stay in Carlow College as a guest or licensee, information such as your contact details may be collected.
- If you apply to reside in learner accommodation, information such as your contact details, gender (required for room allocation), date of birth (accommodation provided to over 18s only), duration of residence, emergency contact details and proof of identity are collected.
- Depending on your relationship with the College, data of the following types may be processed: payment records; engagement with College functions including Facilities Management, Building Services and IT Services; sign in/out records; and misuse of property and disciplinary records.
- For all persons who stay or reside in Carlow College, the following data types may be processed:
 - CCTV images, which are managed in accordance with the [CCTV Policy](#)
 - Car parking information
 - You may be given an access card to open automatic doors and access parking. Door openings and barrier lifts are recorded on a system
 - Wi-Fi data is as described in our Wi-Fi Privacy Notice
 - Dietary requirements
 - Health conditions; mobility and disability information.

Legal basis for processing your data

When we process personal data, we must be able to identify a relevant legal basis as outlined by the General Data Protection Regulation (GDPR).

- **Contract.** When you express an interest in an accommodation contract, or enter into such a contract, the College needs to process your personal data to provide you with this service.
- **Legitimate Interest.** Some data is processed under the College's legitimate interests, including for premises and IT network security.
- **Consent.** If you consent, the College may process special category data about you, including dietary requirements, health conditions, mobility and disability information, in order to provide services to you.
- **Legal obligation.** We may process your personal data if the College has a legal obligation to do so, for example, for health and safety purposes.

Recipients of your personal data

Personal data may be shared with various bodies, depending on our relationship with the data subject e.g. information about learners on exchange programmes may be shared with their home institution. Some recipients may be outside the European Economic Area (EEA). Sharing of personal data is compliant with data protection law and may occur where required or permitted by law or court order.

Retention period

Your data is retained only for as long as necessary. Retention periods are outlined in our Records Retention Schedules.

Data security

Personal data is kept safely and securely and is accessible to Carlow College staff commensurate with their duties.

What happens if you decline to provide your personal data?

If you choose not to submit information required for a contractual reason, we may not be able to enter into or continue a relationship with you.

Consent

Where you are asked for consent, you may grant or refuse consent, or withdraw it at a later time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Data Protection Rights

Data subjects have the following rights. These rights are subject to various restrictions:

<ul style="list-style-type: none">• Information about how we process your data• Access to data we hold about you• Rectification of incorrect or incomplete data• Erasure of data	<ul style="list-style-type: none">• To restrict processing of data• To object to the processing of data• Data portability• Not to be subject to a decision made solely on automated processing, including profiling
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Contact

If you have any queries about this Privacy Notice or wish to make a data protection request, please contact:

Bernie Deasy

Data Protection Officer

Email: dataprotection@carlowcollege.ie

Telephone: 059-9153200

Postal address: Carlow College, St Patrick's,
College Street,
Carlow.

How to make a complaint

If you are unhappy with the way in which your personal data has been processed, you are encouraged to contact us in the first instance. You have the right to complain to the Data Protection Commission:

Email: info@dataprotection.ie

Telephone: +353 (0761) 104800; LoCall number 1890 25 22 31

Postal address: Data Protection Commission,
Canal House,
Station Road,
Portarlinton,
Co. Laois.

Date: 15 September 2021

Version: 1.0