

Student Representative Team: Privacy Notice

Introduction

The Student Representative Team (SRT) is dedicated to enhancing student life in Carlow College, St Patrick's through representation, wellbeing initiatives, and events and engagement. The SRT comprises six learners appointed by the College. They need to collect and use personal data to carry out some of their duties. This Privacy Notice explains your data protection rights and how the SRT uses personal data. **You** and **your** refer to all persons with whom the SRT interacts. Carlow College, St Patrick's is the Controller of personal data described in this Privacy Notice.

This document should be read in conjunction with the [SRT webpage](#), which provides further information about the SRT's duties, and therefore the purposes for which the SRT uses personal data.

What data is processed?

It is envisaged that the SRT may collect and use the following types of learner personal data:

- Names and contact details (College email addresses; telephone numbers).
- Academic programmes and classes.
- Details of issues with which learners seek SRT assistance.
- Information related to event registration and/or attendance. Please see the [Events Privacy Notice](#) for further information.
- Information related to membership of Clubs and Societies.
- Photographs taken at events.

Additionally, the SRT may carry out learner surveys. Usually, surveys collect anonymous information, but on occasion, surveys may collect pseudonymised personal data.

Small amounts of special category personal data may be processed in relation to learners e.g. health data, sexual orientation.

Contact details and information relating to College staff and other parties with whom the SRT interacts e.g. suppliers.

How does the SRT collect personal data?

- Directly from you.
- From Class Representatives.
- From Carlow College, St Patrick's (e.g. email addresses, class lists, College committee records).

With whom does the SRT share personal data?

Where it is necessary for the task in hand, the SRT may share personal data with relevant College staff. Usually, this will be the Learner Information and Retention Officer (LIRO) and the Director of Student Services & Learner Supports, but it may include other relevant staff. Personal data may be

shared with the Class Rep Council. Learner photographs and information may be published on SRT social media channels in accordance with College Social Networking and Social Media policies.

The SRT is a new initiative for the 2024-2025 academic year. Currently, it is undecided if the SRT will operate in future years or if there may be a return to a Students' Union. Relevant data may transfer to future learner representatives, but this will be strictly limited to what is necessary.

If it is necessary to share personal data with an external party e.g. a supplier, a contract will be put in place, if required to protect personal data. Otherwise, Carlow College will only make data available to external parties where required or permitted by law or court order, for example, in an emergency situation.

How the SRT will communicate with learners

The SRT will communicate with learners via College email addresses. If you provide your telephone number to the SRT, they may call you. The SRT is also available to meet with learners.

How learners can communicate with the SRT

The SRT is contactable by email or telephone (for contact details, see the [SRT webpage](#)), or is available to meet with learners. The SRT is subdivided into three teams. Each team comprises two SRT members. Both members have access to the team's email address.

Learners have the right to be accompanied to some formal College meetings by one person e.g. if you are involved in an investigation. The details should be confidential to these two people. Therefore, if you are contacting the SRT about accompanying you to such a meeting, please use their individual College email address rather than an SRT email address.

Principles of data processing

- All use of personal data by the SRT complies with data protection laws, including the General Data Protection Regulation (GDPR).
- Personal data shall be stored securely.
- The minimum amount of personal data necessary to carry out tasks shall be collected and used by the SRT.
- The SRT only shares personal data where this is necessary for them to carry out their tasks
- Personal data shall be retained for the minimum timeframe possible.

Legal basis

To use personal data, Carlow College, St Patrick's must be able to rely on a legal basis identified in the GDPR. Various legal bases may apply depending on the data in question. Generally, the legal basis that applies to SRT use of data is legitimate interest; if you register for a paid event, your data is generally processed on the basis of contract; and if you provide us with special category personal data (e.g. about a disability, dietary requirements), it is used with your explicit consent.

Takedown procedure

If your photograph or other personal data has been published on the SRT's social media channels and you would like to have it deleted, please contact srt.wellbeing@carlowcollege.ie.

Transfer outside the European Economic Area (EEA)

Some of the third-party service providers used by Carlow College, St Patrick's may be located outside the EEA. Where this is the case, a safeguard will be put in place to protect your personal data to a comparable level to inside the EEA.

Consent

If your consent is requested to process your personal data, you may grant or refuse it, and you may also later withdraw consent. This should be done by contacting the party to whom you gave consent. Withdrawing consent does not affect the lawfulness of data processing before withdrawal of consent.

Declining to provide data

In some circumstances, you may decline to provide us with data. If data is required for a contractual reason, we may not be a position to enter into or continue a relationship with you.

Records Retention

Please see the Records Retention Schedules for retention timeframes (to be updated by early October 2024).

Your data protection rights

The GDPR gives individuals whose data is processed (data subjects) the following rights:

- To receive information about how we process your data
- To access the personal data we hold about you
- To request the rectification of incomplete or incorrect data
- To request the erasure of data
- To restrict data processing
- To object to data processing
- Data portability
- Rights in relation to automated decision making and profiling

Contact us

If you wish to exercise your data protection rights or have a query about this Privacy Notice, please contact: Bernie Deasy, Data Protection Officer, Carlow College, St Patrick's, at dataprotection@carlowcollege.ie or 059-9153200.

How to make a complaint

If you are unhappy with how your personal data has been processed, we encourage you to contact the College's Data Protection Officer in the first instance. However, you have the right to complain to the Data Protection Commission:

Data Protection Commission,

Canal House,

Station Road,

Portarlinton,

Co. Laois.

076-104800 / 1890 25 22 31; info@dataprotection.ie

Updates

As the SRT is a new initiative for the 2024-2025 academic year, this Privacy Notice will be kept under review and may change as the SRT's role is bedded in. Please check the Data Protection section of the College website for the latest version of the Privacy Notice.