

## **Cork Education and Training Board Privacy Notice to Students (and their Parents/Guardians)**

By applying for and/or attending an CETB school, college, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by CETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why we collect it, who we share it with and why, how long we keep it, and your rights in relation to it. If you need more information, please see our Data Protection Policy which is available at: <http://cork.etb.ie/about-us/policies/corporate-governance/>.

1. We are Cork Education and Training Board (CETB) – a statutory body established under the Education and Training Boards Act, 2013. CETB is the data Controller in relation to the processing of your personal data. Our address and contact details are:

**Address:** 21, Lavitt's Quay, Cork.  
**Telephone:** 021/4273377  
**Email:** [info@corketb.ie](mailto:info@corketb.ie)

We provide primary and second-level education, second chance education; further education and training (including apprenticeships); youth services, community-based education programmes; prison education, outdoor education; outreach programmes, specialist programmes eg. Music Generation and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies etc. For further information, see Section 1 of our Data Protection Policy available at: <http://cork.etb.ie/about-us/policies/corporate-governance/>.

2. When you are a student with CETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18 years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include information about your identity and contact details; images/photos (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re. fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in Section 2 of our Data Protection Policy. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc. We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and well-being; to care for our staff and students; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies and EU funding bodies; to process appeals, resolve disputes and defend litigation, etc. For further information on what data we collect, why we collect it, how we use it and the legal basis for same, please go to Section 2 of our Data Protection Policy available at: <http://cork.etb.ie/about-us/policies/corporate-governance/>.

3. We share your personal data with third parties, including other Government bodies. These include the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, TUSLA, CAMHS, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners, etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including to verify other information they already hold about you, for fraud prevention measures, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors, etc.) and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work experience placements, future employers, etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances and why, please see Section 3 of our Data Protection Policy available at <http://cork.etb.ie/about-us/policies/corporate-governance/>.
4. We do not envisage that any of your personal data will be transferred outside of the European Economic Area (EEA). However, we may transfer the personal data we collect about you outside of the EEA, where a trusted service provider is based in a third country or international organisation. We will always take steps to ensure that any transfer of your information outside of the EEA is carefully managed to protect your privacy rights.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (eg. we will destroy at the end of an academic year if it is no longer needed). Some data we retain for a longer period (ie. retained even after you leave or otherwise finish your studies with CETB). For further information on the records management and retention, please see our Records Management Policy and Records Retention Schedule available at <http://cork.etb.ie/about-us/policies/corporate-governance/>.
7. You have the following statutory rights that can be exercised at any time:
  - (a) Right to complain to the supervisory authority.
  - (b) Right of access.
  - (c) Right to rectification.
  - (d) Right to be forgotten.
  - (e) Right to restrict processing.
  - (f) Right to data portability.
  - (g) Right to object to automated decision making/profiling.

For further information on how to access these rights, please see Section 7 of our Data Protection Policy available at: <http://cork.etb.ie/about-us/policies/corporate-governance/>, or, alternatively, contact our Data Protection Office.

8. The Data Protection Officer (DPO) for Cork ETB is Liz Donnelly. Contact details: Email: [dataprotection@corketb.ie](mailto:dataprotection@corketb.ie) or telephone: 021/4273377.
9. Should you wish to make a complaint or report a breach in relation to your personal data, you can do so by emailing the Office of the Data Protection Commissioner using the following email address: [info@dataprotection.ie](mailto:info@dataprotection.ie)