



Direct Student Application Privacy Notice

Introduction

Your privacy is extremely important to us. This privacy notice explains how Mary Immaculate College (MIC) collects, uses and shares personal data (i.e. information that can be used to identify you as an individual). It also explains your rights under data protection law in relation to the processing of your data. The College is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (GDPR).

General statement

The College fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the College. Any personal data you provide to the College will be treated with the highest standards of security and confidentiality, in accordance with the GDPR. Your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Maintained only for as long as necessary for the purposes we have told you about, i.e. in relation to the application process. The [MIC Records Retention Schedule](#) outlines how long data is retained.
- Kept securely and protected against unauthorised or unlawful processing and against loss or destruction using appropriate technical and organisational measures.

If you have any specific queries about the purpose for which your information is to be used, you should contact our Data Protection Officer before submitting the information (see contact details below).

Legal basis for processing personal data

Under data protection law, we are required to ensure that there is an appropriate legal basis for the processing of your personal data, and to let you know what that basis is.

We process your personal data for the purposes outlined in this notice in pursuit of our legitimate interests in managing applications received by the College for application for Admission to a Programme of Study at Mary Immaculate College.

Whilst we rely on legitimate interest as the legal basis for processing where this is not overridden by the interests and rights or freedoms of the data subjects concerned, we recognise that it is not the only lawful ground for processing data. As such, where appropriate, we will sometimes process your data on an alternative legal basis. For example, to fulfil contractual and educational obligations or where you have given us explicit consent to process your data.

Why do we collect your personal data?

Your personal data is required in order for us to:

- Process your application for
 - Admission to a Programme of Study at Mary Immaculate College (MIC).

How do we collect your personal data?

We collect personal data about candidates from the following sources:

- You, the candidate.

How do we use your personal data?

The College processes your data, including your photograph, during your application in order to:

- Assess your skills, qualifications, and suitability for the programme
- Carry out background and reference checks, if applicable.
- If successful, communicate with you about the student registration process.
- Keep records related to our selection process.
- Comply with legal or regulatory requirements.

What personal data do we process?

The categories of personal data collected include:

- Name, addresses, phone numbers, date of birth, nationality, PPS No
- Information gathered in the course of your application, including contact details, employment record and qualifications
- Course application details, schools attended, previous examination results

Who do we share your personal data with?

We will only share your personal data with the following third parties for the purposes of processing your application: External interview board members and a third-party printing company (for scanning of applications, where necessary).

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your rights

Under the GDPR, you have the following rights, subject to certain restrictions, in relation to your personal data:

- The right to access the personal data we hold about you.
- The right to request the rectification or erasure of the personal data we hold about you, in certain circumstances.
- The right to restrict the use of the personal data we hold about you in certain circumstances.
- The right to object to the processing of the personal data we hold about you in certain circumstances.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require the College to transmit that data to another controller in certain circumstances.
- The right to withdraw your consent at any time, where the College's processing of your personal data is based on your consent.

You may exercise your rights by contacting our Data Protection Officer at dataprotection@mic.ul.ie or submitting a [Subject Rights Request Form](#). In order to protect your privacy, you may also be asked to provide suitable proof of identification. For further details on your data privacy rights, please refer to www.dataprotection.ie

Review

This statement should not be construed as a contractual undertaking. The College reserves the right to review and amend this notice at any time and you should therefore re-visit this notice on our website from time to time.

Queries and complaints

Any queries or concerns in relation to the processing of your personal data by the College should be addressed to:

Prof. Gary O'Brien
Data Protection Officer
Mary Immaculate College
South Circular Road, Limerick

Email: dataprotection@mic.ul.ie Telephone: (061) 204567

You also have the right to lodge a complaint with the Office of the Data Protection Commission by contacting the office at info@dataprotection.ie or by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois.