

### 1. About this Notice

IADT is the controller under GDPR for the data processed as part of the IADT Sports Scholarship Scheme. This statement sets out how and why we process your data as part of this Scheme, your rights in relation to this processing and how you can exercise them. IADT confirms that it will obtain and process your data in a lawful, fair and transparent manner. We will collect your data for a specified, explicit and legitimate purpose and will not further process your data in a manner incompatible with the original purpose. Furthermore, IADT will ensure that the data we collect from you will be adequate, relevant and not excessive. In addition, it will be accurate and up-to-date and we will keep it for no longer than is necessary for the purpose for which it was collected. We undertake to ensure that it is kept safe and secure.

### 2. How we collect your personal data?

The data we collect from you will be used by IADT only in accordance with the purposes outlined in this privacy notice. We will collect your data in the following manner:

- Electronic application to short list and rank candidates for the sports scholarships

### 3. Information about you which we will process and the purposes for which we process it

| <b>Data fields collected/processed</b>  | <b>Purpose</b>  |
|---|---|
| <b>Full name</b>  | Identification for communication  |
| <b>Home address</b>   | To contact you with the outcome of the sports scholarship selection   |
| <b>Email address</b>  | For communication and follow up on the application process  |
| <b>IADT Student Number</b>  | To check you are registered with IADT   |
| <b>Date of Birth</b>  | To check if you require parental consent on your application and for identification purposes in the case of identical names |
| <b>Information on your chosen sport</b>   | Eligibility criteria & Selection evaluation for the Scholarship   |
| <ul style="list-style-type: none"> <li>- <b>Chosen sport</b></li> <li>- <b>Club name</b></li> <li>- <b>Event category/ Personal Best/Handicap</b></li> <li>- <b>Level you participate at within you chosen sport</b></li> <li>- <b>Involvement you may have had with performance squads or youth</b></li> </ul> |   |

|  |                                       |
|--|---------------------------------------|
| <p><b>/emerging talent programmes in your chosen sport</b></p> <ul style="list-style-type: none"> <li>- <b>Major sporting achievements in the past four years</b></li> <li>- <b>Candidate statement</b></li> </ul> |                                       |
| <p>Please nominate two referees, not related to you, who can be contacted by the Institute for the provision of personal and /or sporting reference on your behalf.</p>  | <p>To contact them for references</p> |

4. The data collected in this form will be shared with the following areas of the college:

- **Student Experience Manager & Student Experience Administrator** - to contact you regarding the outcome of the application process, to follow up on outstanding requirements, to track your progression and to invite the successful candidates to an awards celebration.
- **IADT Marketing** - for participation in Open Days.
- **Selection Committee which will have representatives from Student Experience and Faculties**– to review applications and make a selection for the Scholarship.

5. Legal basis for collecting your data

The data we collect about you will be processed as part of your application to the Sports Scholarship Scheme. Should we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this consent at any time.

The University will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection. For the purposes outlined in this privacy notice your personal data will be processed on the basis of **Consent**.

If you choose not to consent to collection and processing of your data where it is necessary for the performance of the tasks we carry out as part of the Scheme, it will not be possible for you to continue to be a participant.

6. How we store and secure your data

Any data we collect from you will be stored confidentially and securely. IADT is committed to ensuring that access to, uses of, and processing of personal data is performed in a secure manner. In keeping with the data protection principles we will only store your data for as long as is necessary.

For the purposes described above we will store your data for;

We will retain your data for the duration of the selection process. Information relating to unsuccessful applicants will be deleted once the cycle has been completed. Information relating to successful applicants will be retained for 6 years following the end of the financial year to which the record relates or in which the record is created, whichever is the later. After this period the details that you have provided will be anonymised.

When we store your personal data on our systems, the data will be stored on IADT's premises on a secure IT platform.

## 7. Details of the third parties with whom we share personal data

IADT will never share your personal data with any third parties in identifiable form. We will use anonymised data to report if reporting is required

## 8. What are your rights?

You will have the following rights over the way we process your personal data.

### **Right of Access**

You have the right to request a copy of the personal data we are processing about you and to exercise that right easily and at reasonable intervals.

### **Consent**

You have the right to withdraw your consent where that is the legal basis of our processing. If you choose not to consent to collection and processing of your data where it is necessary for the performance of the tasks we carry out as part of the Scholarship Scheme, it will not be possible for you to continue to be a participant of the Scheme.

### **Rectification**

You have the right to have inaccuracies in personal data that we hold about you rectified.

### **Erasure**

You have the right to have your personal data deleted where we no longer have any justification for retaining it subject to exemptions such as the use of pseudonymised data for scientific research.

### **Object**

You have the right to object to processing your personal data if:

- We have processed your data based on a legitimate interest or for the exercise of the public tasks of the Institute if you believe the processing to be disproportionate or unfair to you.
- The personal data was processed for the purposes of direct marketing or profiling related to direct marketing.
- We have processed the personal data for scientific or historical research purposes or statistical purposes unless the processing is necessary for the performance of a task carried out for reasons of public interest.

### **Restriction**

You have the right to restrict the processing of your personal data if:

- You are contesting the accuracy of the personal data;
- The personal data was processed unlawfully;
- You need to prevent the erasure of the personal data in order to comply with legal obligations;
- You have objected to the processing of the personal data and wish to restrict the processing until a legal basis for continued processing has been verified.

### **Portability**

Where it is technically feasible you have the right to have a readily accessible machine-readable copy of your data transferred or moved to another data controller where we are processing your data based on your consent and if that processing is carried out by automated means. [If you would like to exercise any of the above rights, please see our contact details below.

## 9. Contact

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights you can contact:

If you have any queries or complaints in relation to the use of your personal data, you can contact IADT's Information Officer at the following address:

Information Officer,

IADT,

Kill Avenue,

Dun Laoghaire,

Co. Dublin. Tel: 01 239 4947. Email: [dp@IADT.ie](mailto:dp@IADT.ie).

If you wish to make a complaint or escalate an issue relating to your rights you can contact the Information Officer at [dp@IADT.ie](mailto:dp@IADT.ie)

Finally if you are not satisfied with the information we have provided to you in relation to the processing of your data or you can also make a complaint to the Data Protection Commissioner via the link in their website: Making a [Complaint to the DPC](#).