

Data Protection Policy in accordance with GDPR
Carmelite Institute of Britain and Ireland
14th August 2018

Data Controller: Carmelite Institute of Britain and Ireland, Gort Muire, Ballinteer, Dublin 16E167

Categories of personal data held: Name, address, phone number, email address, date of birth, examination results and information and data relevant to the educational and employment purposes of the organisation.

The provision of personal data is a requirement necessary to perform the educational and employment services of the organisation.

Data Protection Principles: Personal data shall be:

- processed lawfully, fairly and in a transparent manner
- collected and further processed for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary for the processing purpose
- kept in a form which allow identification of data subjects and for no longer than necessary having regard to the purpose for which the data is processed, and
- kept in a form which allows identification of data subjects and for no longer than necessary having regard to the purpose for which the data is processed, and
- processed in a manner that ensures appropriate security

The purposes of the processing as well as the legal basis for the processing: Provision of education / employment services and for the purposes of providing information such as for marketing purposes to those who have sought to be so informed/updated.

Recipients of personal data: Staff of the organisation, examiners of examination scripts, the board of the organisation as well as third parties who are from time to time required to carry out services on behalf of the organisation in order that the organisation performs its contract to you and fulfils its obligations to regulatory bodies. Data sent onwards/returned to agents and clients, with your consent, as appropriate.

The period for which personal data will be stored:

Student Files (where student commenced an educational course with the organisation)	7 years plus one day after final examination results are provided
Student Files (where student has not commenced an education course with the organisation)	1 year plus one day after has confirmed that they are not taking a place on the course or 1 year plus one day after the organisation has confirmed that they are not offering the student a place on the course
Transcripts and certificates	Held until instructed to destroy same by data subject

Disposal of data is carried out confidentially.

Clients have the right to request from the organisation access to and rectification or erasure of personal data or restriction of processing concerning the client or to object to processing concerning the client or to object to processing as well as the right to data portability.

Clients have the right to lodge a complaint with the supervisory authority (the DPC, if it involves a complaint regarding data processing in Ireland).

The foregoing matters apply to the organisation, its board, staff and students and any other person engaging with the organisation.