

Arklow Further Education and Training Centre Student Data Protection Statement VTOS & BTEI

Personal Data on this Form:

Arklow Further Education and Training Centre (VTOS and BTEI) is a data controller under the Data Protection Acts, 1988, 2003 and 2018. The personal data supplied on this Data Protection Statement is required for the purposes of:

- student enrolment
- allocation of teachers and resources to the centre
- determining a student's eligibility for additional learning supports
- examinations
- centre administration
- student welfare (including medical welfare)
- to fulfil our other legal obligations.

Data Protection Policy:

A copy of the full Data Protection Policy can be obtained from the KWETB Website, and you should read it carefully. When you apply for enrolment, you will be asked to sign that you consent to your data being collected, processed and used in accordance with this Data Protection Policy during the course of your time as a student in the centre.

We rely on students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update your data please do so by informing the Centre Secretary or Course Co-ordinator of the change in detail. Should you wish to access your personal data, you should write to the centre Co-ordinator requesting an Access Request Form.

Centre Contacting You

We would like permission to contact you by SMS/text message or to call you on the telephone numbers provided and to send you email/regular post for all the purposes of:

- Student engagement
- Centre events
- To notify you of centre closure (e.g. where there are adverse weather conditions)
- To discuss your non-attendance or late attendance or any other issues relating to your place on the course
- *To contact your designated contact in the case of an emergency.

Tick box if "yes" you agree with these uses.

I agree for the centre to contact me in the form of phone/landline call, SMS texts and/or email messages/regular post regarding the purposes as listed above.

***Please note: Arklow Further Education and Training Centre** reserves the right to contact your designated contact in case of an emergency relating to you, regardless of whether you have given your consent.

While the information provided will generally be treated as private to Arklow Further Education and Training Centre (VTOS and BTEI) and will be collected and used in compliance with the Data Protection Acts 1988, 2003 and 2018, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies for the purposes of:

- student enrolment
- allocation of teachers and resources to the centre
- determining a student's eligibility for additional learning supports
- examinations
- centre administration
- student welfare (including medical welfare)
- to fulfil our other legal obligations.

Shared with:

- Department of Education & Skills
- Department of Social Protection
- An Garda Síochána
- Health Service Executive
- Tusla (CFA)
- Social workers
- Medical practitioners
- National Educational Psychological Service

Photographs of Students:

The centre maintains a database of photographs of centre events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the centre. Photographs may be published in our centre photo displays or in brochures, social media accounts, website, local and national newspapers and associated publications from KWETB.

In the case of website photographs, student names will not appear on the website as a caption to the picture. If you wish to have your photograph removed from the centre website, brochure, social media account etc. at any time, you should write to the centre co-ordinator. These photographs may be used for up to three years after the student graduation from the centre.

Consent: Your photograph or video image may be taken and included/used for items such as

- Centre Website
- Centre Social Media Pages (Facebook, Instagram and Twitter account)
- Centre Brochures
- Centre Student Diaries
- KWETB Publications
KWETB Website
- Print Media
- Centre Events
- Photo displays in centre

I consent to the use of my photograph or video image as listed above

I do not consent to the uses of my photograph or video image listed above

I understand that I can withdraw my consent at any time by writing to Arklow Further Education and Training Centre.

I understand my rights under Data Protection Legislation, as outlined in our Data Protection Policy

Name of Student: _____

Signed: _____
Student

Date: _____

THE FULL KWETB DATA PROTECTION POLICY IS AVAILABLE ON www.kwetb.ie

Should you have any questions on this form, please contact Lynn Armstrong; lynnarmstrong@kwetb.ie