



Privacy Notice

for

PROCESSING OF TEACHER FEE REFUND SCHEME

Purpose

The purposes for which the Department/Clare Education Support Centre processes this data are:

- Processing of appeals for the Teacher Fee Refund Scheme

Legal Basis/Agreement

- Section 7 Education Act 1998 - to plan and co-ordinate (i) the provision of education in recognised schools and centres for education,

Categories of data subject

- Teacher
- CEO/Chairperson of the Applicants BOM
- Applicants Principal

Categories of personal data

- Teacher identity
- Teaching Council Reg. no
- Teacher Payroll No
- PPS Number
- Contact details
- Employment status
- Teaching Qualifications
- School details
- School contact details
- Refund of fees claim
- Course Details
- Course Benefit details
- Teacher bank account details

Further Processing

Where the Department intends to further process your data or that for a purpose other than the purpose listed above, the Department will provide you, prior to that further processing, with information on that other purpose and with any relevant further information on the processing activity and your data protection rights.

Recipients of the data

Data will be shared between Clare Education Centre and the Department of Education for the purpose/s of processing the appeals process. The legal basis for this data-sharing is Article 6 (1) (b).

Data Processor

The Department uses Clare Education Centre to provide a “refund of fees” service as part of this processing activity.

Storage period

The data will be retained for a period up to **7 years** and subject to review thereafter.

However, with regards to hard copies when the appeal window closes all the paper applications can be destroyed, soft copies to be kept for 7 years.

Third Country

None of the data will be transferred to a country outside of the European Economic Area i.e. the EU and Norway, Iceland and Liechtenstein

Data Subject Rights

Please follow the <https://www.dataprotection.ie/docs/Accessing-Your-Personal-Information/r/14.htm> for information on your right to access your data. If you wish to access data held by the Department please send your access request with the relevant form completed to the Department of Education, Data Protection Unit, Athlone, Co. Westmeath

You may also exercise your right to correct your data, seek to restrict how it may be processed or object to how it may be processed. Your data will not be used for automated decision-making or profiling, see <http://gdprandyou.ie/wp-content/uploads/2018/03/Rights-of-Individuals-under-the-General-Data-Protection-Regulation.pdf>

While you have a right to have your data deleted the Department/ Clare Education Support Centre may not be able to agree to your request if it is less than 7 years since you submitted your application under this scheme. The Department may not be able to agree to your request for deletion also where your data is subject to the National Archives Act and no order has been made to dispose of the this category of data under that Act, see [National Archives Act link].

You have the right to lodge a complaint with the Data Protection Commissioner, please see www.dataprotection.ie

Contact Details

The Department of Education is the data controller for the processing of your data. If you have any query in respect of this you may contact Teacher Education Section or e-mail TES@education.gov.ie or by post to Teacher Education Section, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath, N37 X659

The Department's Data Protection Officer may be contacted by sending an e-mail to dpo@education.gov.ie or by post to Department of Education and Skills, Data Protection Unit, Athlone, Co. Westmeath, N37 X659

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