



College Awareness Week Privacy Notice

Introduction

This is a statement of the practices of Trinity Access, Trinity College Dublin, The University of Dublin (the "University") of College Green, Dublin 2, Ireland in connection with the capture of personal data on this webpage and the steps taken by the University to respect your privacy.

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. Personal data will be processed shall in accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018.

The privacy notice explains the following

- How we collect and use your personal data?
- The purpose and legal basis for collecting your personal data
- How we store and secure personal data?
- Details of third parties with who we share personal data
- What are your rights?

How we collect your personal data?

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

- **Website Users**

Information on internet traffic is collected routinely. This technical information is used to ensure the smooth running of the website and for statistical and reporting purposes. It is not used to gather identifiable personal information on individual website visitors.

- **Logging Events**

We process data relating to the logging of events on collegeaware.ie. This is the information provided by you when registering an event on our website. We retain this information on events logged and event organisers for the main purpose of promotion and communication of College Awareness Week. We also collect this data in order to create a repository of College Awareness Week events to support external organisations such as schools, community groups, and further education and training colleges, and individuals to learn from and recreate events.

The data collected in this form will be shared in the following ways:

Collected data will be shared with Trinity Access for the purposes of recording events, administration and communication.

A record of logged events and will also be shared on collegeaware.ie, with the consent of individuals, in order to help promote events, in line with the objectives of the national campaign.

If you have any queries or complaints in relation to the use of your personal data you can contact the Data Protection Officer for the University as follows:

Data Protection Officer
Secretary's Office, Trinity College Dublin,
Dublin 2, Ireland.
dataprotection@tcd.ie

The purpose and legal basis for collecting your data

The data we collect about you will be used for communication and promotion of College Awareness Week and the promotion and administration of individual events.

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, as noted at the point of collection.

How we store and secure your data

Any data we collect from you will be stored confidentially and securely as required by the University Information Security Policy. The University is committed to ensuring all accesses to, uses of, and processing of University 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 here we will store your data, with regard to the logging of events online, for a period of 2 years, for the purpose of communication and promotion, and archiving events and building a repository for organisations to learn from each other in line with the objectives of the national College Awareness Week campaign.

When we store your personal data on our systems the data will be stored either on the University premises or on secure IT platforms within the EEA which are also subject to European data protection requirements.

Details of third parties with whom we share personal data

The University will never share your data with any third parties beyond the self-publishing of events on our website by you or your organisation.

What are your rights?

You 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.

- **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 University 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.

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 the Project Coordinator at dahennes@tcd.ie.

If you wish to make a complaint or escalate an issue relating to your rights you can contact the Data Protection Officer at dataprotection@tcd.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.](#)