General Data Protection Regulation (GDPR)

Student Data – Privacy Notice

Updated October 2025

Contents

Introduction 3

Types of Information Collected 3

How we Collect Information 4

Purpose of Collecting Information 4

Basis for Processing Information 5

Sharing Information 6

Individual Rights 7

Data Retention 8

Contact Details 8

Introduction

This privacy notice explains how the University collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective students of the University.

The University is the data controller all personal data that it holds and processes and is subject to the Data Protection Acts 1998 to 2018 and to the General Data Protection Regulation (GDPR).

Types of Information Collected

The University may obtain, hold and process the personal data of students including personal details, family and social circumstances, education and training records, employment information, financial details, and services provided. It may obtain, hold and process the sensitive personal data and special category data of students including racial or ethnic origin, and physical or mental health.

The following types of personal data may be collected;

- Name, contact information (address, email address, telephone numbers), date of birth, PPS number, passport number, nationality and country of domicile
- Information relating to education and training records, including audio and video recordings of academic assessments
- Information relating to family and social circumstances
- Sensitive personal data and special category data including physical or mental health, racial or ethnic origin
- Certain criminal history (The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for mandatory vetting of persons who wish to undertake a work placement and/or activities that bring them into contact with children and/or vulnerable adults. Some programmes at the University require students to undertake mandatory placements with external agencies, which will bring them into contact with children and/or vulnerable adults and in which they will assume positions of public trust. The University is committed to ensuring that only suitable candidates are allowed to undertake these programmes. Apart from the listed programmes, any students who engage in or are in the vicinity of activities that may involve unsupervised access to children and/or vulnerable adults will also be subject to the University's Vetting processes.

How we Collect Information

Personal data and sensitive personal data/special category data held by the University relating to students is obtained directly from the student or applicant, or in some cases from a third party organisation involved in the services provided by the University that has obtained the information in the first instance (for example CAO and SOLAS).

Personal data may be collected in a number of ways as follows;

- Directly from information you provide to us expressing an interest in becoming a student, and/or through the application or registration processes or from you for the purposes of academic assessment.Directly from the Central Applications Office (CAO) which processes applications for undergraduate courses in Irish Higher Education Institutions.
- Directly from SOLAS which manages the National Apprentice System
- Directly from AMS Springboard Portal

Purpose of Collecting Information

The University holds the personal data and sensitive personal data/special category data of its students in order to implement and manage all services and processes relating to students, including student recruitment, admission, registration, teaching and learning, examination, graduation and other services such as accommodation, student support and careers. Only information required for these purposes is obtained and processed, and without it the University may not be able to provide its services. Information is passed between various sections of the University for operational reasons as is necessary and proportionate for intended purposes.

We may use information collected for the following purposes;

- Student Recruitment
- Admission and Registration
- Academic Affairs
    - Teaching and learning including online delivery
    - assessment, and examination, including remote variants
    - Graduation and awards including online ceremonies
    - attendance, grievance, and disciplinary issues
    - Administration of placements
- Provision of Card services
- Provision of IT Services
- Provision of Library Services

- Provision of student support services (Student Engagement, Access, Disability, Learning Support, Careers and Counselling, Medical Centre)
- Administering finance (fees, financial supports, scholarships, prizes and bursaries)
- Research and Statistical Analysis
- Safety and wellbeing of students
- To monitor and evaluate the student experience
- To enable effective communication with you – this may include the use of SMS text messaging
- To provide information to organisations such as the HEA in line with legal and government requirements
- To comply with statutory reporting requirements
- To administer voluntary surveys of student opinion about your experience and the performance of the University
- To create and publish print & electronic material (e.g. prospectus, brochures, website, etc) for promotional and archival purposes
- To assist with law enforcement or where required or authorised by law
- To confirm the details of your academic achievements, and for statistical and historical purposes, a core record of your studies is retained indefinitely
- To enable our continued contact with you after you complete your studies (e.g. survey of graduate work destinations, alumni networks, marketing, etc)
- To respond to requests for information made under data protection legislation.
- Sporting and Society Organisations who may require student data (e.g. Date of birth, confirmation they are in full-time education) prior to the student representing the University in formal events/competitions.

Basis for Processing Information

The processing of personal data is necessary for the performance of the contract under which we provide services to you or to progress expressions of interest and enquiries. We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest or because it is necessary for our or a third party's legitimate interests. We may also process your personal data for our compliance with our legal obligations. We may also process your personal data it is necessary to protect your or another person’s vital interests; or we have your specific or, where necessary, explicit consent to do so.

Sharing Information

The University may disclose student's personal data and sensitive personal data/special category data to external agencies to which it has obligations or a legitimate reason including the following;

- Higher Education Authority (HEA) – see full HEA collection notice here.
- Department of Social Protection
- Irish Survey of Student Engagement (ISSE) and Graduates Outcome Survey
- Quality and Qualifications Ireland (QQI)
- HSE – Covid 19 Vaccination Status of Nursing Students
- Student Universal Support Ireland (SUSI) for grant eligibility purposes
- Irish Survey of Student Engagement (ISSE)
- Failte Ireland for funding purposes
- Revenue Commissioners
- Professional and regulatory bodies where programmes are accredited by such bodies
- Department of Transport for the processing of student applications for professional maritime qualifications.
- Work placement providers
- Employers where students are studying as an apprentice
- Employers where students are upskilling with the support of the employer
- Other higher education institutions, partners or research organisations to which a student transfers or pursues an exchange programme or where a student's programme is being run collaboratively
- Software providers or service providers performing administrative functions on behalf of MTU (e.g. IT services, clinical tools, carpark management, etc)
- Software providers or service providers to support teaching, learning and assessment processes, including a hosted Learning Management System, live e-learning delivery recording, and online assessment (including online proctoring services)
- Students' Union to facilitate student elections
- External examiners
- United States Federal Aid Programme (where applicable)
- Direct mail agencies/printing companies to facilitate the delivery of mailshots
- Sponsors funding student prizes and awards
- Plagiarism detection service providers to ensure academic standards
- Potential employers/recruitment companies for verification of qualifications
- Insurance companies in respect of accidents occurring within the University
- University legal advisors
- An Garda Síochána to assist in the prevention or detection of crime
- Auditors

This is not an exhaustive list and any other disclosures to third parties not listed here are made only where there is legitimate reason to do so and in accordance with the law.

When we share your data with third parties, the University will endeavour only to share the data that is needed, that the data is only processed according to our specific instructions and that the same standards of confidentiality and security are maintained. Once the processing of the data is complete any third parties with whom data was shared will be required to return the data to the University save where they are required to retain it by law.

In some instances, your personal data may be shared with third parties outside of the European Economic Area (EEA). When required, the University will transfer your personal data outside of the EEA where adequate safeguards are in place and there is a lawful basis for doing so.

Individual Rights

Individuals whose personal data and sensitive personal data/special category data is held by the University have the following rights regarding their data:

- The right to be informed
- The right to request access to their personal data held by the University.
- The right to rectification – to have inaccurate or incomplete personal data rectified.
- The right to erasure of personal data – this will only apply where there is no legitimate reason for the University to continue to process the personal data. If you exercise your right to erasure, we will retain a core set of personal data which, for alumni, will include: name, subject(s) studied, graduation details, date of birth and unique identification number so that we do not contact you inadvertently in future, and to maintain your education details for archive purposes. We may also need to retain some financial records about you
- The right to restrict the processing of personal data – individuals have the right to block the processing of their personal data by the University in specific situations.
- The right to data portability – students have the right to request provision of some elements of their information (for example academic progress details) in digital form in order to provide it to other organisations.
- The right to object – students can object to the processing of their personal data by the University in certain circumstances, including the sending and receipt of direct marketing material.
- The right to object to automated decision making and profiling – individuals have the right to object to decisions taken by automatic means without human intervention in some circumstances.

Where the processing of personal data or sensitive personal data/special category data is based on consent, you have the right to withdraw your consent at any time by contacting the department or service who obtained that consent or the Data Protection Officer.

If you are unhappy with the University's handling of your personal data or believe that the requirements of the Data Protection Acts or GDPR may not be fully complied with, you should contact the Data Protection Officer in the first instance. The University's formal complaint

procedure can be invoked if appropriate, and you also have the right to submit a complaint to the Data Protection Commission.

Data Retention

Any data we collect from you will be stored confidentially and securely as required by University Policies. The University is committed to ensuring that processing of University-controlled 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 and in accordance with the University Records Retention Schedule.

We store your personal data primarily on the University premises and secure IT platforms within the European Economic Area ('EEA') which are also subject to European data protection requirements.

We will hold some of your data indefinitely in support of your lifelong relationship with the University, or until you ask us to do otherwise. If you exercise your right to erasure, we will retain a core set of personal data which, for graduates, will include: name, subject(s) studied, graduation details, date of birth and unique identification number so that we do not contact you inadvertently in future, and to maintain your education details for archive purposes.

We may also need to retain some financial records about you for statutory purposes.

We will always respect a request by you to stop contact by any or all methods of communication, or for any specific purpose.

Contact Details

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officers

by email: dataprotection@mtu.ie