



UCD Privacy Statement for Applicants & Prospective Applicants

1 Purpose of this statement

This privacy statement explains how and why University College Dublin (UCD) processes your personal data for application purposes.

This privacy statement is not intended to cover all personal data processing at UCD and data processing activities may be dealt with under separate privacy statements. About this Statement

University College Dublin ("UCD") is committed to protecting the privacy and security of personal data. Throughout this statement, "University", "we", "our", and "us" refer to UCD; "you" and "your" refer to those whose data we process because they are or were applicants to the University.

UCD collects, uses and is responsible for certain personal data. This is known as "processing". When we do so we are regulated under data protection legislation and we are responsible as the "data controller" of that personal data for the purposes of those laws.

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). Under data protection legislation, there is also 'special category' personal data, which is more sensitive personal data. This includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data.

2 Legal Basis

University College Dublin ("UCD") is committed to protecting the privacy and security of personal data. UCD is a statutory authority under the Universities Act, 1997. Data processing carried out by UCD is undertaken in fulfilment of its statutory objects, functions and duties under sections 12 and 13 of the Universities Act.

3 Information we hold about you:

Applicant personal data are normally gathered by the University via data sharing agreements with external application bodies (e.g. CAO) or directly via the UCD Applications System.

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The types of applicant personal data processed by UCD include but are not limited to:

- Application ID number – generated when the application account is created
- Name, date of birth, country of birth, nationality and telephone numbers
- Addresses (home and term addresses)
- PPS number
- Email address
- Details of previous examination results and qualifications awarded
- Schools/colleges attendance records
- Bank details, including IBAN, BIC, Name of bank/building society
- Credit card details
- References
- Family financial information
- Commission or alleged commission of an offence

In addition to application for admission to a programme in UCD, data may also pertain to applications for supports (e.g. financial, access, etc.) or for Garda Vetting. The University may in some cases process special category data for example, health data, where relevant to applications for support. We will normally process special category on the basis of your consent and you may withdraw your consent and any time by contacting us using the information provided at the end of this statement. However, withdrawal of consent may affect your eligibility.

The University may – where relevant – process data under The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2017 to meet our legal and social obligations.

4 How we obtain your information

The personal data of applicants and prospective applicants are normally gathered by the University via the recruitment and admissions processes including:

- Information you provide to us when signing up for recruitment events
- Information you provide in your application via
 - The Central Applications Office (CAO)
 - The Postgraduate Application Centre (PAC).
 - UCD Applications
 - Any other application systems used by UCD, including agencies.

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- Through communication between you and UCD by telephone, email, or via the website. For example, when you call to make enquiries about the course or when you are raising concerns or queries.
- We may also obtain and process specific personal data where appropriate from other third parties, including:
 - Referees you have nominated
 - Sponsors
 - Issuing authorities of documents you have submitted as proof of qualifications (e.g. verification of your degree by your previous university)

5 How and why we use your personal data

Main Purpose of Data Processing

UCD needs to collect, maintain and use information to administer your application, provide you with support, advise you of relevant recruitment events (if you have signed up to myucd) and for strategic planning. This data enables UCD to deliver our services in an efficient manner, to ensure each applicant receives relevant information and to enable us to use resources in the most effective way. We share this data within the University in order to deliver a high standard of service to you, so it is your responsibility to provide us with correct and up to date information about you in your application.

Data processing is undertaken for the purpose of assessing the application to study at UCD in an efficient and fair manner. Data processing of personal data will be undertaken by UCD for purposes directly related to assessing the application.

For successful applicants, information collected in the application forms the basis of the Student Record (see [Privacy Statement for Students](#))

Other Purposes of Data Processing

UCD may directly provide you, the data subject, with information regarding UCD, your application, and the course(s) applied for. If your application has been made via an agent, UCD may share details of the outcome with that agent. UCD may also use the data for business intelligence and statistical analysis at aggregate level where the confidentiality of personal data will be maintained.

The personal data will not be used for any other purpose other than the main purpose and those purposes listed above.

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6 Sharing personal data

Third party disclosure may take place to:

- The issuing authority of any qualifications you have presented for assessment.
- External application organisations (e.g. CAO) or agencies through which you make your application.
- Funding bodies and agencies that support or sponsor your education. Please note that once registered and where appropriate, fees will be claimed on your behalf from the relevant funding body.
- Professional, educational or similar institutions and individuals that you have authorised or with whom UCD is collaborating in respect of your education. Includes parent/guardian.
- The University may use an external company to process information about you on the University's behalf. (e.g. Realex, fulfilment companies for mailshots).
- For the purposes of awards and scholarships
- The organisers of award ceremonies where your award is publicly acknowledged.

This is not an exhaustive list and other disclosures to third parties not listed here are made only where there is a legal basis to do so.

7 Retention

Applicant and recruitment personal data are held in student administrative systems such as Banner, InfoHub and by UCD Registry, Colleges and Schools, and other support services in network storage and paper files. Your personal data will be retained in line with the University's [Record Management](#) and [Financial Retention](#) Policies.

8 Your rights

You have a number of rights regarding access to and control of your personal data, including:

Right of Access:

You have the right to know what type of personal data UCD holds about you and to obtain a copy of this data.

Right of Erasure:

Under certain circumstances, GDPR allows you to have personal data erased. We will assess whether it is possible to implement such a request.

Right to Object:

Under certain circumstances you can object to the processing of your personal data.

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Right to Rectification:

You have the right to have any inaccurate personal data which we hold about you updated or corrected.

Right to Restriction:

You have the right to block the processing of your personal data in certain circumstances. We will assess whether it is possible to implement such a request.

9 Changes to this Statement

We regularly review our privacy information to ensure that it remains accurate and current. We will include the effective date on each version of this statement that we issue.

10 Queries or Complaints

UCD's data protection contact information, including where to send Subject Access and similar requests, are available on the [GDPR web page](#)

If you have any questions about this statement please contact admissions@ucd.ie

If you are not satisfied with the response you get from UCD Registry – Admissions or wish to lodge a complaint about the way in which UCD processes your personal data, please contact our Data Protection Officer at www.ucd.ie/gdpr/contact/

You also have the right to lodge a complaint at any time with the Data Protection Commission, Ireland's supervisory authority for data protection.

Details of how to lodge a complaint can be found on the [Data Protection Commission's website](#)