



UCD Access & Lifelong Learning Think Again Scholarship 2023 – Privacy Statement

Purpose of this Statement

The Think Again Scholarship is funded through UCD Foundation and managed by UCD Access and Lifelong Learning (ALL). This privacy statement explains how and why Access & Lifelong Learning processes your personal data for application purposes. It sets out how and why we process your data, as part of the Think Again Scholarship, your rights in relation to this processing and how you can exercise them.

By completing this application form, you will be submitting your personal data to UCD Access & Lifelong Learning, who will then process the Think Again applications to assess your eligibility. The personal data that you submit using this application form will be used only for the purpose of processing your application for the Think Again Scholarship. Your data will be treated in accordance with the UCD Data Protection Policies and in compliance with relevant Data Protection legislation.

The website for UCD's DPO is listed at the end of this statement. UCD Access & Lifelong Learning (ALL) is a unit within UCD¹ with responsibility for widening access and supporting diverse student cohorts, including students with disabilities, mature students, part-time learners, and students from communities experiencing disadvantage. UCD, through its Access & Lifelong Learning unit, provides the administration of the application process.

Legal Basis for processing your data

Your data will be processed by UCD, on the legal basis of GDPR Article 6.1 (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and GDPR Article 9.2 (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

UCD, in its management of the electronic application to assess applicants for the UCD Think Again Scholarship, will ensure that your data are processed fairly and lawfully in keeping with the principles of data protection.

How do we collect your personal data?

The data we collect will be used by UCD ALL only in accordance with the purposes outlined in this Privacy Statement.

We will collect your data in the following manner:

- Electronic application (Google Forms) for the UCD Think Again Scholarship. The supporting financial documents to support your eligibility for the UCD Think Again Scholarship are uploaded to the Google Forms application.
- Your data will be fully identifiable initially but pseudonymised during the final application assessment.

¹ 1 For the purposes of this privacy statement, UCD is the 'data controller' and UCD ALL is the 'data processor'. Please

see UCD's [Privacy Statement for Students](#) for more information and a glossary of terms.

What data we process and why

The table below outlines what data we collect and the purposes for why we collect it.

Data fields collected/ processed	Purpose
Full name	Identification for communications
UCD student number or CAO number	Identification for eligibility for programme
Home address	To contact you with the outcome of the application in case that you cannot be contacted via phone or email
Date of Birth	To check if you meet the age requirement for eligibility.
Mobile phone number	For communication
Email address	For communication and follow up on the application process.
Gender	To check if you meet the gender requirement for eligibility.
Country of citizenship	Used alongside the declaration of residency to understand your fees status
Chosen UCD programme of study	To establish that you are a New Entrant to a UCD programme and determining if the programme is Full-Time or Part-Time
Previous experience in higher education (if any)	To check if you meet the criteria for being a first-time mature student.
<p>If the applicant is a member of a HEA target group:</p> <ul style="list-style-type: none"> ● I come from a low-income household (below €24,500) ● I come from a socioeconomically disadvantaged area ● I am a lone parent ● I am a carer (I provide full-time/ part-time care to a person/ child who needs support because of age, disability or illness (including mental illness)) ● I have a disability ● I am a member of the Irish Traveller community ● I am a member of the Roma community ● I hold a Further Education and Training award ● I am a refugee or have leave-to-remain status ● I am an international protection applicant ● I have experience of living in care ● I have lived experience of the criminal justice system ● I have experienced homelessness ● I am a survivor of domestic violence 	Eligibility criteria
Applicant's income declaration for employment or self-employment	Financial eligibility criteria
Applicant's income and social welfare payments	Financial eligibility criteria

Income declaration, and income and social welfare payments, for others, including father, mother, or guardian(s)	Financial eligibility criteria
Applicant's SUSI or scholarship payments	Financial eligibility criteria
Total amount received from the declared payments	Financial eligibility criteria
Student Budget plan	To demonstrate financial need
Personal statement: Motivation to study at higher education and your career plans.	To better understand why you want to study in UCD and what it will mean to you. The personal statement will only be used to assess your application after all other documents have been assessed and you have been deemed eligible in all other areas. Your Personal Statement will only be read by members of staff directly working on Think Again application assessment.

Data collected will be shared with

- **UCD Access & Lifelong Learning** – administration of the application process; communicate the outcome of the application.
- **UCD Foundation and Think Again Donor** – Funding body for reporting and evaluation purposes.

Details of the third parties with whom we share personal data

UCD ALL will share personal data with third parties (internal and external) where necessary for the purposes of processing outlined in this document.

External Bodies	Type of Disclosure	Purpose of Disclosure
UCD Foundation and Think Again Donor	Names and number of awarded students.	Reporting and Evaluation. To comply with UCD Foundation reporting requirements.
UCD Finance Department (Finance Director- Office of the Registrar)	Student Number, the number of modules Awarded, and the funds to be paid	To transfer the funds to the students' fees accounts.

How and for how long do we store your data?

Any data we collect from you will be stored confidentially and securely as required by UCD's [Information Handling Standard](#). The university is committed to ensuring all access 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 it is necessary. For the purposes described here, we will store your data for the following durations:

- UCD will retain the application data on eligible applicants for the duration of the studies plus one year. A note will be made on the Student's CRM when the payment process is conducted, and this will be a permanent record. Ineligible applicant's data will be destroyed on August 31st at the end of the Academic Year in which it was received.
- Data will be collected from applicants through an online Google Form hosted by UCD. Data will be downloaded from the Google Form and then deleted from Google completely once the applications are closed. These data will be stored in encrypted and password-protected files in the UCD Think Again folder on secure drives on the UCD premises for the duration specified above. Limited authorised UCD Staff will have access for the purposes of assessing applications.
- If the successful applicant chooses to not enrol, the application and the evidence for the eligibility criteria will be destroyed 30 days after the student is communicated the application's outcome. If the student decides to study at UCD later, they will need to re-submit their application and related documentation.

Individual rights under GDPR

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. If you would like to exercise any of the below rights, please see our contact details below. Further details on these rights are available [here](#).

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.

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.

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.

How to contact us

If you have any queries relating to the processing of your personal data for the purposes outlined above or wish to make a request in relation to your rights, you can contact:

Dr. Bairbre Fleming

Deputy Director
UCD Access & Lifelong Learning Centre
Level 1, James Joyce Library Building,
UCD Belfield,
Dublin
D04 VIW8
bairbre.fleming@ucd.ie

If you have any concerns or complaints in relation to the use of your personal data in the application form, you can contact UCD's Data Protection Officer at the following address:

Data Protection Officer

UCD Belfield
Dublin 4
gdpr@ucd.ie

Finally, if you are not satisfied with the information we have provided to you in relation to the processing of your data, you can also make a complaint to the Data Protection Commissioner via the link in their website.