

Document Name and Version	10.7 Your Right of Access to Personal Information held by IICP College How to make an Access Request (SAR)
Policy Number	10.7
Policies that Interact with Policy 10.7	10.1 Data Policy; 10.2 Data Protection Processing Principles 10.3 Data Management and Retention Policy; 10.4 Data Protection Subject Access Request Policy 10.5 Data Breach Policy; 10.6 Webpage Privacy and Cookie Notice;
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Revisions	

Data Subject Rights Notice (DSR)

You have a range of rights under GDPR. Some of the key elements are outlined below.

1. The right to be informed.
2. The right of access.
3. The right to rectification.
4. The right to erasure.
5. The right to restrict processing.
6. The right to data portability.
7. The right to object.
8. Rights in relation to automated decision making and profiling.

You can find more information about your rights at the following link:

<https://www.dataprotection.ie/docimages/documents/The%20GDPR%20and%20You.pdf>

How to exercise your rights.

If you wish to exercise any of your data rights, you can:

1. Fill in the below form.
2. Send by email or drop it into IICP College.

If we are unable to deal with your request fully within a calendar month (due to the complexity or number of requests) we may extend this period by a further two calendar months and shall explain the reason why.

Please note before continuing with this request you should have a copy of photographic ID, such as your learner card, passport or driving licence.

The information you supply on this form will be used for the purpose of providing you with the service you have requested. By supplying your telephone number or email address, IICP College can contact you in any of those ways in connection with this request.

To protect your data the College will not process any Data Subject Request until we have verified your identity and any additional parties where required.

You have the right to obtain the following information from IICP College:

- Confirmation of whether or not personal data concerning you is being processed;
- Where personal data concerning you is being processed, a copy of your personal information;
- Where personal data concerning you is being processed, additional information as follows:
 - Purpose(s) of the processing;
 - Categories of personal data;
 - Any recipient(s) of the personal data to whom the personal data has or will be disclosed, in particular recipients in third countries or international organisations and information about appropriate safeguards;
 - The retention period or, if that is not possible, the criteria used to determine the retention period; and
- The existence of the following rights
 - The right to be informed;
 - The right of access;
 - The right to rectification;
 - The right to erasure;
 - The right to restrict processing;
 - The right to data portability;
 - The right to object;
 - Rights in relation to automated decision making and profiling.

You may exercise access rights using the precedent SAR form below. Any other right may be exercised through a letter outlining what you wish to happen in relation to their data. Guidance for letters can be found on the Data Protection Commission website, and in their booklet “GDPR and you” (Available at <http://gdprandyou.ie/>).

All correspondence must be in writing to the Data Protection Contact.

IICP College reserves the right where requests from a data subject are unfounded or excessive in nature to refuse to act upon the request. The College may also refuse to act upon A Subject Access Request under GDPR in the following circumstances:

- Where it would breach the rights of someone else.
- Where it is the subject of an ongoing legal case.
- Where it would be illegal to do so.
- Where the identity of the requester cannot be determined.

The Data Protection Contact upon receipt of the request will:

- Contact you (or your representative) confirming receipt of the request along with the date the request was received. At this stage you may be asked to produce a valid photo ID as additional proof of identity.
- See if your request comes under GDPR. If it does not you will be told why.
- See if the request can be fulfilled within a particular timescale, usually one month. If your request cannot be satisfied within the 1-month GDPR timeline but can be satisfied with an extension, then the Data Protection Contact will tell you why an extension is required, and also an approximation of when it will be met.
- Once the request is completed then the Data Protection Contact will contact you and tell you about collection or receipt. We may need identification before this part can be completed.

5. Supporting Documentation

5.1. Subject Access Request [SAR]

Before completing this form, read IICP College Data Protection – Access Request

Complete the form using BLOCK LETTERS

1. Contact Details

Full Name: _____

Address: _____

Contact number: _____

Email address: _____

2. To help locate your personal data, please state your status with the college (Learner, Staff, prospective learner etc.)

3. Please provide a brief account of the nature of the contacts you have had with this College

- Please note: This access request must be accompanied with a copy of photographic identification e.g., passport or drivers licence.

PART ONE: Details of Data Subject

IICP College holds different data about different data subjects (Please see IICP College's *Data Protection Policy* for a thorough list of the types of data held for different data subjects). You can request personal information held under one or more of these data holdings by specifying in the appropriate box (is).

Category of data subject: Staff or learner _____

Please ensure that you fill out the right form (Black text for learners; blue text for staff)

LEARNER FORM		
CATEGORY	Please specify	For Office Use Only
<i>Personal details:</i> name, date of birth, country of birth, nationality, telephone numbers, addresses (home and term addresses), PPS number, gender, email address. The College may gather information such as car registration number, ID number, depending on specific circumstances.		
<i>Financial information:</i> Bank details including IBAN, BIC, name of bank/building society, credit card details (which are not retained), details of funding and fees paid and outstanding.		
<i>Information on others:</i> Next of kin/emergency contact details. The College may collect further information such as parents' socio-economic grouping, parents' occupation, parents' employment status depending on the circumstances		
<i>Application Information:</i> Original records of application, references, resumé, qualifications, certificates, transcripts, personal statements and essay, and related data.		
<i>Academic information:</i> Academic history, academic grades, relevant work experience, exam scripts, continuous assessments, academic marks		

<p>qualifications awarded, attendance record, library information and related data.</p>		
<p><i>Clinical information and materials:</i> Clinical logs, personal therapy records and letters, professional body membership, insurance schedule, supervision records, clinical readiness assessments, clinical placement forms, logs and reports, and related data.</p>		
<p><i>Sensitive personal data:</i> Health and disability information, medical assessments, religion, ethnic origin, criminal convictions (for certain programmes which involve contact with minors). This sensitive personal data is collected to meet Government requirements, to monitor whether our equal opportunities policies are working and to ensure that learners with disabilities and other under-represented groups receive appropriate support. We are obliged to keep this special category of data as securely and as confidential as possible.</p>		
<p><i>Interaction details:</i> Engagement with IT system, Moodle activity and use of facilities such as the library. Texts, emails and hard copy correspondence.</p>		
<p><i>Online services:</i> IP address.</p>		
<p><i>Garda Vetting Information:</i> Garda vetting documents</p>		
<p><i>Other personal information:</i> Disciplinary information; images and voice recordings in assessments, records of any serious injuries/accidents and related matters.</p>		

STAFF FORM		
CATEGORY	Please specify	For office use only
<i>Personal Details:</i> Title, name, address, contact details, email address, PPS number, date of birth, etc.		
<i>Job application, selection and probation.</i> Original records of application, references, resumé, qualifications, transcripts, psychometric testing results, etc.		
<i>Record of appointments to promotion posts</i>		
<i>Work records:</i> Details of approved absences (sick leave, annual leave, career breaks, parental leave, study leave etc.)		
<i>Interaction details:</i> Engagement with IICP College Staff, Moodle activity and use of facilities such as the library. Texts, emails and hard copy correspondence.		
<i>Online services:</i> IP address;		
<i>Garda Vetting Information:</i> Garda vetting documents may be required;		
<i>Other personal information:</i> Disciplinary information; images and voice recordings in assessments, records of any serious injuries/accidents and		

related matters; Details of complaints and/or grievances including consultations or competency discussions, action/improvement/evaluation plans and record of progress		
Other		

I declare that all the details I have given in this form are true and complete to the best of my knowledge.

I have included a copy of photographic identification

Signature of Applicant Date:

Please return the completed form to Data Protection Contact, IICP College,

IICP College reserves the right to review and amend this statement at any time without notice.