

## Programme and Learner Support System Data Protection

In connection with your application for, and subsequent programme of study on, further education and training (FET) programme funded through SOLAS, it will be necessary to process personal data (which may be held on paper, electronically, or otherwise) about you and third parties such as your next of kin. It is important that all personal data is treated in an appropriate and lawful manner, in accordance with applicable data protection laws. The purpose of this notice is to make you aware of how such personal data will be handled in this context. You agree to make third parties whose personal data or information you disclose aware of the terms of this Data Protection Statement.

### What is PLSS?

The Programme Learner Support System (PLSS) is a joint project between SOLAS (the National Further Education and Training Authority) and Education and Training Boards Ireland (ETBI). PLSS is a suite of software applications that are designed to provide an integrated approach to the collection and processing of personal data of users of PLSS and FET programmes funded through SOLAS, and the outputs, outcomes and performance of such programmes. FET programme providers include those entities listed in Appendix 1.

Given the permanent importance of ensuring the protection of your personal data and related rights, prior to implementing PLSS, a data protection impact assessment was conducted in consultation with the data controllers below and the Office of the Data Protection Commissioner to ensure compliance with the principles of data protection.

### Who collects your data?

When you apply to attend a FET programme funded through SOLAS, personal data and information that you provide will be held by one or more of the following entities (each a "data controller" further details of which are available in Appendix 3):

· SOLAS · Your FET programme provider such as your Education Training Board (ETB) · ETBI · Higher Education Authority · Department of Education and Skills · Quality and Qualifications Ireland · Department of Employment Affairs and Social Protection · Revenue Commissioners

Each data controller is committed to ensuring that the personal data of its learners are handled in accordance with the principles set out in the Data Protection Acts 1988 and 2003 (the "DP Acts"). If you have any queries about how your data are processed please contact.

### What data will be collected?

When you apply for a FET programme funded through SOLAS, you will be asked to provide personal data and information about yourself. The personal data will include your PPSN, first name, surname, name as per your birth certificate or passport, address, date of birth, gender, nationality, whether you are in receipt of a Department of Employment Affairs and Social Protection (DEASP) payments and/or employment details for those of you that are in employment and/or attended higher education, whether you have previously attended a FET programme funded through SOLAS. PLSS will record the course you enrolled in and your award (if any).

Each of the data controllers will process personal data and information that you provide and, in some instances where relevant, information provided to them by third parties such as other Governmental/public sector bodies (see more about this below).

Sensitive information about you such as ethnic or cultural background, living circumstances may be requested by a data controller listed below, which you may freely decide to give or not - this is an entirely optional disclosure. If you provide this information, the data will be retained, in aggregate form, for statistical and research purposes and to compare the progress of such groups with other groups. Such statistics and research will assist in identifying gaps in the system and assisting in the development and implementation of appropriate policies (e.g. equal opportunity policies) and interventions for future learners. If you decide to provide this information you are giving your explicit permission for the data to be processed for these purposes. Further details of the data to be processed are listed in Appendix 2.

### Why and how do we process the information you provide?

It is necessary to process personal data you provide in connection with your application to and attendance on a FET programme funded through SOLAS. By submitting your application you acknowledge that such personal data may be processed for those purposes, including:

1. To contact you about the application.
2. To administer the application and to assess your eligibility for a FET programme funded through SOLAS in a particular academic year.
3. To follow up with you after the application is received, as required.
4. Maintenance of your learner record (including personal and course details).
5. Management of course processes (including commencement, completion, progressions).
6. Providing advice and support through the FET provider Guidance Services, where available.
7. To contact you after the course completion in order to measure course impact in relation to your further education and training participation and/or employment.
8. To track, evaluate and assess the outcomes of the FET programme.
9. To comply with European Union monitoring and reporting requirements.

Each of the data controllers undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data held on your PLSS record will be disclosed to relevant staff of the relevant data controllers and the FET programme provider and SOLAS on a need-to-know basis. All staff are made aware of the procedures they must follow to ensure your data is appropriately protected. It may also be made available to affiliated entities, agents, service providers, advisers and data processors and other Governmental, regulatory and/or public sector bodies.

SOLAS is required under the Further Education and Training Act 2013 to (among other things) to assist in the co-ordination and provision of training by others and conduct research into the functions of SOLAS. This might include tracking involvement in, conducting impact evaluations on and assessing outcomes of FET programmes funded through SOLAS. Accordingly, pursuant to agreed protocols and arrangements, SOLAS may provide to and receive from other Governmental, regulatory and/or public bodies (including those listed in Appendix 3), limited and specific types of data about you or provided by you in your application for a FET programme. For example FET providers are required to disclose some of your personal data to SOLAS for statistical purposes. In addition, if you are attending an European Union co-funded programme the Department of Education and Skills is required to provide some of your personal data to allow monitoring, reporting and evaluating programmes to which they provide funds.

To support efficient processing of the application, a FET programme provider may need to check the accuracy of personal information you provide with external data sources. For example, if you have achieved certifications previously from another institution, the FET programme provider may need to contact the other institution(s) for confirmation of any qualifications obtained. The current list of such institutions/agencies is set out in Appendix 3.

### Retention of Data

Each data controller will keep your personal data for the purposes of on-going administration, audit, and review, but only for as long as is necessary to meet the purposes set out in this notice. Each data controller will keep historical data that is no longer required for these purposes for a set time before disposal according to its data retention policy.

### Your Rights

You may request, in writing, a copy of your information held by each of the data controllers. Please write to the Data Protection Compliance Officer at the relevant data controller together with payment of the applicable fee (currently €6.35). You may be asked to prove your identity before your request is met. If you believe there may be inaccuracies identified in the information held about you, then you can contact to have such corrected, to block certain uses or object to the processing of your personal data.

### Your Queries

If you have any queries about this notice or how your data are processed please contact.

### Acknowledgement

I understand that my data will be processed for the purposes and in the manner set out in this notice and will make third parties whose personal data or information I disclose aware of the terms of this Data Protection Statement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Please complete this form and return to your ETB

## Appendix 1

### Education and Training Boards

City of Dublin Education and Training Board  
 Donegal Education and Training Board  
 Kerry Education and Training Board  
 Cork Education and Training Board  
 Galway and Roscommon Education and Training Board  
 Limerick and Clare Education and Training Board  
 Cavan and Monaghan Education and Training Board  
 Dublin and Dun Laoghaire Education and Training Board  
 Kildare and Wicklow Education and Training Board  
 Kilkenny and Carlow Education and Training Board  
 Laois and Offaly Education and Training Board  
 Longford and Westmeath Education and Training Board  
 Louth and Meath Education and Training Board  
 Mayo, Sligo and Leitrim Education and Training Board  
 Tipperary Education and Training Board  
 Waterford and Wexford Education and Training Board

### Other Providers

National Adult Literacy Association  
 Irish Deaf Society

### Community, Voluntary and Secondary Schools

St Louis Community School, Kiltimagh, Co. Mayo  
 Colaiste Chiarain, Summerhill, Athlone, Co. Roscommon  
 Our Lady's College, Presentation Road, Galway City

Mary Immaculate Secondary School, Lisdoonvarna, Co. Clare  
 Scoil Mhuire, Ennistymon, Co. Clare  
 North Presentation Secondary School, Farranree, Cork  
 Sacred Heart Secondary School, Clonakilly, Co. Cork  
 Nagle Rice Secondary School, Doneraile, Co. Cork  
 Central College, Sexton Street, Limerick  
 Sancta Maria College, Louisburgh, Co. Mayo  
 Nagle Centre Presentation Secondary School, Cannon Street, Waterford  
 Donahies Community School, Streamville Road, Dublin 13  
 Scoil Bernadette, Montenotte, Cork  
 St Michaels, Castlereagh, Co. Roscommon.  
 Colaiste Mhuire, Ballygar, Co. Galway  
 St Cuan's College, Castleblakeney, Ballinasloe, Co. Galway  
 Mean Scoil Mhuire, Newtownsmith, Galway  
 St. Joseph's College, Summerhill, Athlone, Co. Westmeath  
 Our Lady's Secondary School, Belmullet, Co. Mayo  
 Jesus & Mary Secondary School, Enniscrone, Co. Sligo  
 Mercy College, Sligo  
 St. Patrick's Comprehensive School, Shannon, Co. Clare  
 Community School, Cabinteely, Dublin 18  
 St Aidan's Community School, Brookfield, Tallaght, Dublin 24  
 St. Tiernan's Community School, Parkvale, Sandyford, Dublin 16  
 Community School, Tullow, Co. Carlow  
 Community School, Castlecomer, Co. Kilkenny  
 Scoil Phobail Mhic Dara, Carna, Co. Galway  
 Clifden Community School, Clifden, Co. Galway  
 Community School, Dunmore, Co. Galway  
 Ramsgrange Community School, New Ross, Co. Wexford  
 Community School, Kilrush, Co. Clare  
 Community School Ballyhaunis, Co. Mayo  
 Gorey Community School, Gorey, Co. Wexford

## Appendix 2

### Data Items

PPSN  
 First Name  
 Last Name  
 Gender  
 Date of Birth  
 Address  
 County  
 eMail  
 Mobile  
 Phone  
 Nationality  
 Country of Birth  
 Follow Up Consent  
 Length of Residency In Ireland  
 Highest Formal Education (Award)  
 Highest Formal Education (Level)  
 Highest Formal Level field (ISCED)  
 Highest Formal Level Institution Type  
 Highest Formal Level Country  
 Highest Formal Level Duration  
 Highest Formal Level Year  
 Level of English Proficiency  
 Non Formal (0-N) Type, Level, Field, Institution, Delivery Mode, Delivery Method, Duration  
 Literacy Level  
 Numeracy Level  
 ICT Literacy  
 Funding  
 Referral/EOI Source  
 Formal Education History (0-N) Award, Level, Field, Institution, Country, Duration  
 Non Formal Education History (0-N) Type, Level, Field, Institution, Duration  
 RPL  
 Driver's License  
 Irish Speaker  
 Other Languages  
 Economic Status-current  
 Economic status - current: start date  
 If employed, current employment: type  
 If employed, current employment: tenure  
 If employed, current employment: occupation  
 If employed, current employment: sector  
 If employed, current employment: duration with current employer  
 If unemployed, previous employment  
 If unemployed, previous employment: type  
 If unemployed, previous employment: tenure  
 If unemployed, previous employment: occupation  
 If unemployed, previous employment: sector  
 If unemployed, previous employment: duration with last employer  
 Total work experience: length of time in paid employment (including current employer, if employed)  
 If unemployed, previous employment: type  
 If unemployed, previous employment: tenure  
 If unemployed, previous employment: occupation  
 If unemployed, previous employment: sector  
 If unemployed: DEASP PEX score (probability of exit)  
 Employment history (0-N): type, tenure, occupation, sector, duration

On Live Register  
 In receipt of jobseekers benefit  
 In receipt of jobseekers benefit: duration  
 In receipt of job seeker allowance  
 In receipt of job seeker allowance: duration  
 In receipt of credits (Live Register)  
 In receipt of credits: duration  
 In receipt of back to work allowance  
 In receipt of back to work allowance: duration  
 In receipt of back to education allowance  
 In receipt of back to education allowance: duration  
 In receipt of training allowance  
 In receipt of training allowance: duration  
 In receipt of one-parent family payment  
 In receipt of one-parent family payment: duration  
 In receipt of farm assistance  
 In receipt of farm assistance: duration  
 In receipt of rural social scheme  
 In receipt of rural social scheme: duration  
 In receipt of back to work enterprise allowance  
 In receipt of back to work enterprise allowance: duration  
 In receipt of one-parent family payment  
 In receipt of one-parent family payment: duration  
 In receipt of farm assistance: duration  
 In receipt of rural social scheme  
 In receipt of rural social scheme: duration  
 In receipt of back to work enterprise allowance  
 In receipt of back to work enterprise allowance: duration  
 In receipt of family income supplement  
 In receipt of family income supplement: duration  
 In receipt of continued child payment  
 In receipt of continued child payment: duration  
 In receipt of any other welfare payment  
 In receipt of any other welfare payment: type  
 In receipt of any other welfare payment: duration  
 Welfare payment history (0-N): type, duration  
 Homeless  
 Disability  
 Parenting/caring duties  
 In receipt of a disability welfare payment  
 In receipt of a disability welfare payment: duration  
 In need of learner supports  
 Type of learner support required  
 Refugee  
 Asylum seeker  
 Member of a Minority Group  
 Eligibility Outcome  
 Suitability Outcome  
 Start Date  
 Finish Reason  
 Progression/Placement  
 Medical Card Number  
 Medical Card Expiry Date  
 Parental Consent

## Appendix

·Department of Education and Skills -Revenue Commissioners: Confirmation of employment or self-employment and parameters of income details (where available)  
 ·Department of Employment affairs and Social Protection: To validate information on applicants in receipt of social welfare payments ·Quality and Qualifications Ireland: To verify information regarding applicants certification outputs as a result of attending a FET Programme ·Higher Education Authority (HEA): To verify and validate applicants who progress to higher education.  
 ·Education and Training Boards: To verify and validate details of applicants who progress to further education.