

**Higher Education institutions must provide the HEA Student Collection notice to their students.**

Principle 1 of the DPA 1998 and 2003 requires information to be provided, or made readily available, to data subjects so that they are not deceived or misled as to the purposes for which their data is to be processed. In order to satisfy this principle, the HEA supply text for use by HEIs.

The student collection notice can be supplied to students in any of the following areas:

- Providing the text with the registration form and the HEI's own Data Protection statement
- Including the text on a website with the HEI's own Data Protection information
- Including the text in a student handbook or other reference source for students.

## **HEA Student Collection Notice 2016**

We will send some of the information we hold about you to the Higher Education Authority (HEA). This information forms your HEA student record, which does not include your contact details (name, address or telephone number).

During your studies, you will be invited to participate in the Irish National Survey of Student Engagement. Some of your information may be sent to the HEA to ensure that the survey is offered only to intended target groups of students. Your information may be matched to your survey responses in order to allow for anonymous analysis of results, for example, by gender or full-time / part-time. Your responses will be treated confidentially and no individual student will be identifiable in any reports or results generated as a result of this survey.

About nine months after you graduate, we will contact you to ask you to fill in the HEA 'First Destination of Graduates Survey' questionnaire. We will not give your contact details to the HEA.

The HEA student record is used for three broad purposes:

### **1. Statutory functions**

The HEA record is used by the organisations listed below, or agents acting on their behalf, to carry out their public functions connected with education in the Republic of Ireland.

- Department of Education and Skills
- Department of Enterprise Trade and Innovation
- Department of Social Protection

The HEA will provide your student record to CDET (SUSI) an agent of the Department of Education and Skills. This record will include data on any previous enrolment in higher education in the Republic of Ireland. The HEA record is provided to CDET (SUSI) for the purposes of verifying data supplied as part of grant applications, verifying that a student is enrolled or registered in accordance with the rules of an approved institution, assisting in the processing of applications for grants and determining an applicant's eligibility for grant support under the education progression requirements of the Student Grant Scheme and the Student Support Act 2011.

The HEA record may also be used by the Central Statistics Office in order to carry out their statutory functions of measuring population levels and monitoring public expenditure.

Your HEA record will not otherwise be used in any way that affects you personally.

## **2. HEA publications**

HEA use the HEA student record to produce anonymised aggregate data in annual statistical publications. These include some National Statistics publications and online management information services.

## **3. Research, equal opportunity, journalism, other legitimate interest/public function**

***HEA will also supply anonymised aggregate data to third parties for the following purposes:***

- Equal opportunities monitoring - the HEA student record may contain details of ethnic group and disability. This data is only used where it is needed to promote or maintain equality of opportunity or treatment between persons of different racial or ethnic origins, or different states of physical or mental conditions
- Research. This may be academic research, commercial research or other statistical research into education where this is of benefit to the public interest.
- Journalism, where the relevant publication would be in the public interest

Anonymised aggregate data for the above purposes is supplied by HEA to the following types of user:

- Local, regional and national government bodies who have an interest in higher education
- Higher education sector bodies
- Higher education institutions
- Academic researchers and students
- Commercial organisations (e.g. recruitment firms, graduate employers)
- Unions
- Non-governmental organisations and charities
- Journalists

Individuals cannot be identified from this anonymised aggregate data.

## **Your Rights**

Under the Data Protection Act 1998 and 2003, you have rights of access to the data HEA holds about you. This information can only be obtained by the individual presenting with a photographic ID to the HEA.