



## **Privacy Notice for Learners, Trainees and Apprentices**

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## 1. Introduction

We are City of Dublin Education and Training Board. City of Dublin ETB provides primary level education, secondary level education, second chance education; further education and training including apprenticeships; Youthwork, community-based education programmes; prison education, outreach programmes, specialist programmes, and other programmes/courses as may be delivered/funded/sponsored in whole or part or in co-operation with other bodies/agencies and so forth.

City of Dublin ETB is the data controller of your personal data and is subject to the Data Protection Acts 1988 to 2018 (“DPA”) and the General Data Protection Regulations (the “GDPR”). The GDPR and the DPA confer rights on individuals regarding their personal data, as well as imposing responsibilities on persons processing personal data, in this case the ETB. For further information, see our Data Processing Policy available at [www.cityofdublinetb.ie](http://www.cityofdublinetb.ie)

## 2. Why we collect and process your personal data

This Privacy Notice outlines the main elements of City of Dublin ETB’s Data Processing Policy that relate to the personal data collected and processed by City of Dublin ETB in relation to Learners, Trainees and Apprentices. This notice also applies to those engaged in processing personal data for administrative requirements and/or to fulfil contractual and legal obligations.

## 3. The personal data we collect and process

The types of personal data we collect about you may include that which is set out as follows under the three subsections:

### (i) Learner Data sought under the Personal Learner Support System (PLSS).

<b>Identity</b>	Name, Surname, Date of Birth (DOB), PPSN, gender, nationality, country of birth, any information which may be provided on documents proving the foregoing, e.g. driving license number or passport number.
<b>Contact Information</b>	Address, Eircode/Postcode, Phone number (mobile, landline), Email, Parent/Guardian contact detail if under 18.
<b>Emergency Contact Details</b>	Emergency contacts name and phone number.

<b>Medical</b>	Emergency contact name and phone number.
<b>Education</b>	Highest education achievement, Year, Course title, Country (if outside Ireland), Recognition of prior learning, Learning support required including English Language; Numeracy, Literacy, Digital Literacy, None or Other.
<b>Employment</b>	Labour market permissions letter, Economic status, Start date economic status, Dates, Last/current employment, Job title, Length of time in job, Part-time or full-time, Employment status, Type of contract. If the Learner is under 18 years of age: Parent/Guardian name, phone number, email address, Social Welfare payment data for those outside EEA.
<b>Other</b>	GNIB card and expiry date.
<b>Optional Information used for statistical purposes</b>	Ethnic and Cultural Background, Household status, Ex-offender status, substance misuse status, homeless status, long-term illness/conditions, provision of care to friend or family member, residency status if from outside EEA.

(ii) **Academic progress and other personal data gathered during learner's time in the education/training centre.**

<b>Academic Progress and Attendance</b>	Academic progress and results, exam scripts, State exam results, results of in-school tests/exams, continuous assessment and end of term/year reports, written/media work, art and design, attendance records, information relating to reasons for absences.
<b>Garda Vetting</b>	Garda vetting form and disclosure regarding learner work experience.
<b>Learning and Additional Support Requirements</b>	Learning Support - Evidence of disability, Evidence of Reasonable Exam Accommodation.
<b>Internal College Processes</b>	Records of complaints made by others, records relating to bullying investigations, records relating to Code of Behaviour including complaints, investigations, minutes and letters, expulsion and suspension, records of interventions

<b>Accident and Injury</b>	Accident reports, Incident Report forms, Details of medical injury, notifications to insurance company and exchanges with legal advisors, notifications to Health and Safety Authority.
<b>Images</b>	Photographs, recorded images and CCTV footage.
<b>Financial Information</b>	Bank Account details.
<b>Internet Usage</b>	City of Dublin ETB email address, City of Dublin ETB email address, inbox, Personal data processed for the provision of provision/access to on-premise services and cloud services and IT usage on ETB's WiFi and/or ETB provided devices.

**(iii) Adult Education Guidance Service (including Information Service).**

<b>Identity Information</b>	Name, Town, County, County of Birth, Gender, DOB.
<b>Category</b>	Carers, disadvantaged Men / disadvantaged Women / Early School Leaver +16 y - +18 y / ESOL requiring Language and Literacy / Ex-offenders / Former Resident / Family of Designated Ed. Institution / Homeless People / Long Term Unemployed / Not Working (ineligible Live Register) / People with Disabilities / Substance Misusers / Travellers / Unemployed (Activation Priority) / Working with Basic Skills Needs / Lone Parents.
<b>Current Category</b>	<b>Current Category:</b> VTOS/Literacy/Adult And Community Education/Community Ed Sub Cat/BTEI Com Ed./Com Ed/other <b>Local Category Other:</b> Pre VTOS/Pre Literacy/Post Literacy/other/Pre-Adult & Community Ed/Post Adult and Community Education <b>Local Category 2:</b> Former Resident/Relative <b>Progression:</b> Ready for Education/Ready for employment/Other
<b>Mandatory Data re: Client Meetings</b>	Date and time of meetings, length of time, name of service availed of by client.
<b>Optional Data Categories</b>	Contact details, date of birth, barriers to progression, currently attending a City of Dublin ETB FET programme / group, current formal education level, current employment status.

Special categories of data are those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex-life or sexual orientation. In instances where special categories of data are collected, this is to monitor whether our equal opportunities policies are working and to carry out our obligations as an employer provider of education and training.

For further information refer to our Data Processing Policy available at [www.cityofdublinetb.ie](http://www.cityofdublinetb.ie)

#### **4. How we use your personal data**

City of Dublin ETB processes your personal data through its teaching and associated academic and administrative activities. For example, as part of the recruitment of learners / trainees / apprentices, provision of programmes of learning, examinations, and engaging with accrediting bodies and Government agencies such as the HEA and SOLAS, in order to meet obligations regarding the provision of education and training to the learner / trainee / apprentice. For more information, please see our Data Processing Policy available at [www.cityofdublinetb.ie](http://www.cityofdublinetb.ie)

#### **5. Legal Basis for processing personal data:**

The legal basis for City of Dublin ETB processing the personal data referred to in this Privacy Notice is that such processing is necessary for and connected with the performance of its statutory objects and functions under the Education and Training Boards Act 2013, the Education Act, 1998 and other relevant legislation and where processing is necessary for City of Dublin ETB to perform a task in the public interest or in the exercise of official authority.

For more information, please see our Data Processing Policy available at [www.cityofdublinetb.ie](http://www.cityofdublinetb.ie)

#### **6. Third parties with whom we may share your personal data**

The personal data referred to in this Notice is held securely by City of Dublin ETB and the processing of same is restricted to City of Dublin ETB staff members who need the personal data to perform one of the purposes set out in [Section 2] of our Data Processing Policy. City of Dublin ETB will share the personal data, where necessary and relevant, with the following third parties:

<b>Government Departments</b>	Department of Education, Department of Further and Higher Education, Research, Innovation and Science, Department of Social Protection.
<b>Awarding Bodies</b>	QQI, ITEC, City & Guilds, CIDESCO, CIBTAC,
<b>Other</b>	SOLAS, Education and Training Boards Ireland, Irish Public Bodies (ETB insurance providers), providers including IT or cloud service providers, for example, Microsoft, security and legal advisors, Payroll Shared Services (ESBS), Interview Board Members, SUSI.

Please note this is not an exhaustive list. However, if we share personal data with any other third parties not listed above, this is only done where there is a legal basis and/or where we are legally required to do so. For further information refer to our Data Processing Policy available at [www.cityofdublinetb.ie](http://www.cityofdublinetb.ie)

## **7. Transfer of your personal data outside of the European Economic Area (EEA)**

We do not transfer your personal data to a country outside the EEA. However, certain companies who process personal data on behalf of City of Dublin ETB may transfer personal data outside the EEA. This processing by certain companies will only be carried out in agreement with City of Dublin ETB and with the assurance that appropriate safeguarding measures, in line with those required under the GDPR, are in place to protect your personal data. We will inform you if your personal data is to be transferred outside the EEA.

## **8. Data Retention**

We store your personal data for as long as is necessary according to City of Dublin ETB's Data Retention Schedule.

## 9. Your Rights

Data Protection legislation provides you with the following rights:

- To complain to the Data Protection Commissioner.
- To receive a copy or access the personal data the City of Dublin ETB holds about you, together with other information about our processing of your personal data.
- To request that any inaccurate data that is held about you is corrected and incomplete data updated.
- To request that we erase your personal data.
- To request that we no longer process your personal data for specific purposes, or to object to our use of your personal data or the way in which we process it.
- To transfer your personal data to another organisation.
- To object to automated decision making or profiling.

For further information, please see our Data Processing Policy available at [www.cityofdublINETB.ie](http://www.cityofdublINETB.ie) or contact our Data Protection Officer (see below).

## 10. How to Contact Us

If you have questions about the way in which we process your personal data and/or wish to exercise any of your rights set out above, please contact our Data Protection Officer at [dataprotection@cdetb.ie](mailto:dataprotection@cdetb.ie) or alternatively telephone (01) 668 0614.

*Approved by City of Dublin ETB Senior Leadership Team (SLT) 05.05.2026*