

HEA Data Collection Notice

Fund for Students with Disabilities

(Irish Higher Education Institutions)

What is personal data and what is a personal data processing operation?

Personal data shall mean any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal data processing operations can be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Short description of the processing activity

The purpose of the Fund for Students with Disabilities (FSD) is to provide funding to higher and further education institutions to assist them in offering supports and services to eligible students with disabilities so that they can participate on an equal basis with their peers. The FSD is managed by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).

FSD funding is allocated based on a model put in place following a review of the Fund undertaken in 2017. The model uses data pertaining to students with disabilities who received supports under FSD in the previous academic year, to calculate a block grant for the next calendar year. Weightings are applied depending on the categories and extent of supports provided to each student.

In order to calculate FSD allocations, participating Higher Education Institutions (HEIs) provide annually a specified set of data to the HEA, using a standard Resource Allocation Return (RAR) template. HEIs are required to collect the relevant data during the academic year, as the information becomes available in relation to individual students and supports provided to them. HEIs are required to submit RAR returns to the HEA using an agreed password protection measure.

Technical as well as organisational measures are in place to ensure data consistency and overall quality: drop-down lists and formulae undertaking certain basic checks are

incorporated in the spreadsheet, and HEA undertakes a series of checks and verifications following a standard operational procedure.

After checks are completed, individual returns are collated into a single file and allocations are calculated following the applicable model.

Who is the Data Controller?

Along with the HEA, HEIs are also Data Controllers. The HEA are data controllers over the data processed by the HEA for the Fund. The HEIs supplying the personal data are also Data Controllers.

What personal data is collected?

- Student Reference Number
- Course information
- Mode of study
- Disability information- type of disability, primary/additional disabilities
- Supports provided and associated costs

Who has access to the personal data of data subjects and to whom can they be disclosed?

Access to the data is restricted to appropriate HEA staff. The data is not disclosed to any other staff members or outside bodies.

Where did we get your personal data?

The source of the data is the student's HEI.

What is the purpose and legal basis for processing your personal data?

The purpose of processing your personal data is to administer the Fund, and also to inform policy in relation to equity of access. The legal basis for processing the data is Article 6 (1) (e)¹, for special category data the legal basis is Article 9 (2) (g)².

¹ Article 6 (1) (e) GDPR, 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.

² Article 9(2) (g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

How long will we retain your data?

The data may be held for up to seven years in line with our Record Retention Policy.

What are your rights regarding your data?

You have the right to access your personal data and to request your personal data to be rectified, if the data is inaccurate or incomplete; where applicable, you have the right to request restriction or to object to processing, to request a copy or erasure of your personal data held by the data controller. If processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing based on your consent before its withdrawal. Your request to exercise one of the above rights will be dealt with without undue delay and in any case within one month.

We will never use automated decision making on your personal data.

Contact details for enquiries regarding your personal data

Please contact dataprotection@hea.ie for any queries.

You have the right to lodge a complaint with the Data Protection Commission (dataprotection.ie)