

HEA Funding Framework Consultation Process Data Collection Notice

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 Higher Education Authority (HEA) is carrying out a consultation process for the purposes of preparing and establishing a "funding framework", as provided for by the Higher Education Act 2022 (the "HEAA").

Section 37(2) of the HEAA provides that the HEA:

"shall from time to time, with the approval of the Minister, prepare and establish a framework (in [HEAA 2022] Act referred to as a "funding framework") for the allocation of funding to bodies seeking funding in a manner that is consistent with the objects and functions of [the HEA] provided for in [the HEAA 2022] and in accordance with any directions given to it by [MDFHERIS]".

Section 37(3) of the HEAA provides that the HEA shall consult with bodies seeking funding or their representative bodies for the purposes of preparing and establishing a funding framework.

The processing activity is necessary to enable the HEA to engage with bodies seeking funding or their representative bodies for the purposes of preparing and establishing a funding framework, as provided for by the HEAA 2022.

Who is the Data Controller?

The Data Controller is the Higher Education Authority (An tÚdarás um Ard-Oideachas). The Higher Education Authority (HEA) is a statutory body operating under the HEAA, accountable to the Minister for Further and Higher Education, Research, Innovation and Science. The HEA is located at:

**3 Shelbourne Buildings, Crampton Avenue,
Shelbourne Road, Ballsbridge,
Dublin 4, Ireland
D04 C2Y6**

Contact details for the HEA are:

Phone: +353 1 231 7100
Lo-Call Number: 1890 200 637
Fax: +353 1 231 7172
Email: info@hea.ie

HEA's Data Protection Officer can be reached at the above postal address by labelling communications for the attention of the Data Protection Officer or by emailing dataprotection@hea.ie

What personal data is collected?

The personal data collected for the purposes of HEA Funding Framework consultation process are as follows:

- Name and email address of the respondent
- Name of the organisation on behalf of which the respondent makes a submission and the respondent's role in the organisation
- A respondent's declaration that they are authorised to make a submission on behalf of the organisation

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

A limited number of HEA staff members who will be reviewing and considering submissions received may have access to the personal data as required, such as when a respondent needs to be contacted to obtain clarifications.

The personal data collected will not be disclosed to third parties.

Where did we get your personal data?

The personal data will be collected from respondents via an online questionnaire.

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

The processing is necessary for compliance with the HEA's legal obligation to consult with bodies seeking funding or their representative bodies for the purposes of preparing and establishing a funding framework, as provided for by S37(3) of the HEAA.

The legal basis for collecting the personal data is Article 6 (1) (a), consent.

How long will we retain your data?

We will retain your data for the period necessary for the finalization of the HEA funding framework. The HEA funding framework will be deemed finalized when it is approved by the Minister for Further and Higher Education, Research, Innovation and Science.

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)