



## **Data Privacy Notice**

This Data Privacy Notice relates to the below form:

Form: Student Application Form – Online General English (pop-up form)

Website URL: <https://www.english.dcu.ie/courses/general-english-online/>

### **Introduction**

DCU and DCU Language Services are committed to ensuring that any personal data collected from you will be held and used securely, responsibly and transparently. Please read on for further information about the purpose of this form.

### **Data Controller Identity**

In collecting the information required by this form, the overall data controller is DCU. However, the information will be processed and held by DCU Language Services.

### **Reason for Obtaining and/or Processing Data**

The reason for which we have obtained your data is for the purpose of assessing your application to become a student at DCU Language Services. You will be added to our internal system under provisional status. If we accept your application, we will send you an invoice for services requested. Thereafter, once you make full payment, your status will be amended to confirm your attendance. By applying to become a student at DCU Language Services, you are also opting in to joining our remarketing database. Until your proposed starting date begins, you will receive payment reminders. Thereafter, you may occasionally receive promotional marketing emails including special offers, newsletters and programme offerings. If you decide to make payment and confirm your attendance, you will be added to our alumni database following completion of your programme. Thereafter, you may occasionally receive promotional marketing emails including special offers, newsletters and programme offerings. DCU LS online programmes may be recorded for the purposes of quality assurance, marketing and revision. Customers / Students accept that they may feature in recordings. By signing up to a DCU LS online programme attendees give consent to participation in such recordings.

### **Third Party Data Sharing**

If you have requested host family accommodation, some of your demographic and contact details will be shared with your assigned host family. For the purpose of promoting additional services offered, we may also contact you during your time at DCU Language Services through our preferred marketing platform, MailChimp/SendInBlue.

### **Right to Access**

As the Data Subject in this instance, we would like for you to know that you have the right to access your personal data that is collected by DCU. The contact details for exercising this right is the DCU Data Protection Unit ([data.protection@dcu.ie](mailto:data.protection@dcu.ie)). Should you have any questions relating to your data, please feel free to contact the office.

### **Other Information**

N/A

### **Consent**

By ticking the consent box (on the connected website form) alongside this Data Privacy Notice, you agree with the personal data you have given to be processed as explained in the preceding text.