

Privacy Notice – Further Education and Training (Irish Deaf Society)

June 2026 V1.1

1. Introduction

The Irish Deaf Society Further Education and Training (IDS FET) service is committed to protecting your personal data and respecting your privacy. This Privacy Notice explains how we collect, use, share, and protect your personal information in accordance with the General Data Protection Regulation (GDPR), the Data Protection Acts, and relevant Irish education and training funding and certification requirements.

2. Data Controller

The Irish Deaf Society is the Data Controller for the personal data processed in relation to Further Education and Training courses.

If you have any questions about this Privacy Notice or how your personal data is processed, please contact our Data Protection contact point at info@irishdeafociety.ie

3. Personal Data We Collect

We may collect and process the following categories of personal data:

Identification and contact data: Name, Address, Email address, Phone number, Date of birth, PPSN, information relating Deaf, hard of hearing, hearing.

Education and training data

Course registration details, Attendance records, Assessment results, Certification records

Administrative and funding data (where required)

PPS number (if required for SOLAS reporting), Learner funding eligibility information

Technical data (for online courses)

Login/access data, IP address (where applicable), Platform usage data

4. Purpose of Processing

We process your personal data for the following purposes:

- Course registration and administration

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- Communication about your course
- Delivery of training and learning support
- Attendance monitoring
- Assessment and certification (e.g. QQI certification)
- Compliance with funding and reporting obligations (e.g. SOLAS requirements)
- Quality assurance and course improvement
- Legal and regulatory compliance

5. Legal Basis for Processing

We process your personal data under the following legal bases:

- **Contractual necessity** – to provide you with the course you have enrolled in
- **Legal obligation** – to comply with requirements from SOLAS, QQI, and other regulatory bodies
- **Legitimate interests** – for administration, quality assurance, and service improvement
- **Consent** – where you choose to receive marketing communications or join the Irish Deaf Society Supporters Network mailing list.

6. Sharing of Personal Data

We may share your personal data where necessary with:

- SOLAS – for funding, monitoring, and reporting purposes
- QQI (Quality and Qualifications Ireland) – for certification and validation
- External examiners or assessors (where applicable)
- IT systems or platforms used to deliver online learning (e.g. Learning Management System)
- Other statutory or regulatory bodies where required by law

7. Data Retention

We retain personal data only for as long as necessary for the purposes outlined in this notice, including:

- Course administration and delivery
- Certification and academic records

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- Legal, audit, and funding requirements (e.g. SOLAS/QQI retention rules)

Retention periods may vary depending on the course and statutory requirements. After this period, data will be securely deleted or anonymised.

8. Your Data Protection Rights

Under GDPR, you have the following rights (subject to legal limitations):

- Right to access your personal data
- Right to correct inaccurate or incomplete data
- Right to request deletion of your data (where applicable)
- Right to restrict processing
- Right to object to certain processing
- Right to lodge a complaint with the Data Protection Commission (www.dataprotection.ie)

9. Data Security

We take appropriate technical and organisational measures to protect your personal data against:

- Loss
- Misuse
- Unauthorised access
- Disclosure
- Alteration or destruction

Access to personal data is restricted to authorised staff only.

10. Online Learning Platforms

Where courses are delivered online, learners are responsible for ensuring they have appropriate devices, software, and internet access. We are not responsible for issues arising from personal equipment or connectivity.

Online platforms may collect limited technical data necessary for course delivery and access.

11. Children and Minimum Age

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Our courses are intended for learners aged 16 and over unless otherwise specified. Where learners are under 18, additional safeguards may apply.

12. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any changes will be published and communicated where appropriate.

13. Contact Information

If you have any questions about this Privacy Notice or wish to exercise your rights, please contact our Data Protection contact: info@irishdeafsociety.ie