Privacy Policy

Quality Assurance Manual

Foreword

The 2019 revision of the Dorset College Quality Assurance Handbook (QAH) is in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers[1] and the Sector Specific Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary basis[2], as well as the Standards and Guidelines for Quality Assurance in the European Higher Education Area, May 2015[3]. This revision also takes into consideration the evolving scope of Dorset College encompassing policies and procedures applicable to higher, further and English language education. The revision is within the context of overall governance and management structures in place to support the delivery of such programmes and specifically encompassing policies and procedures applicable to our current suite of programmes (Level 5 to Level 8) and in the future up to level 9 on the National Framework of Qualifications (NFQ).

This edition of the QAH was informed by consultation with key stakeholders of the College including but not limited to learners, staff and faculty and wider engagement with the further and higher educational community as well as external stakeholders for approval by Dorset College Academic Quality Committee upon review by an independent QQI panel.

[1] QQI's Core Statutory QA Guidelines
https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf
[2] QQI's Sector Specific QA Guidelines
https://www.qqi.ie/Downloads/ Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf
[3] European Standards and Guidelines (ESG)
https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

Content

Policy Title	**Information and Data Management**
Date Approved	17/12/2018
Effective From	02/01/2019
Monitor	Registrar / QA Department
Summary	This policy details the information that the College retains on its staff and learners, the reasons for this and the duration that it retains such data. It also provides transparency as to how an individual can see what data the College retains about them and, at their request, give them a copy of such data.
Related Policies	
Revision History & Commencement Date & Date of Next Review	Version 1 – 2019

Commencement Date (Version 1): 02/01/2019

Date of Next Review: Following Independent Assessment from Re-engagement process |

Purpose

The purpose of these policies is to provide information and transparency regarding the Data Protection obligations of the College. This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the Data Protection Act(s) 1988 and the Data Protection (Amendment) Act (2003), The Data Protection Act 2018 and the e-Privacy Regulations 2011 and GDPR 2018.

Scope

This policy covers both personal and sensitive personal data held in relation to data subjects by the College. The policy applies equally to personal data held in manual and automated form.

Policy Statement

The College must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by the College in relation to its staff, service providers and clients in the course of its activities. The College makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.

Privacy Policy

Dorset College is an education institute, which offers programmes of Higher Education, Further Education, English Language, and Professional programmes. This privacy notice explains how the College uses any personal information it collects about learners.

The College collects information about individuals when they register as learners. It also collects information when learners voluntarily complete learner surveys, provide other forms of formal feedback, and participate in formal meetings or committees as part of the College's quality assurance structure. Furthermore, as part of the academic programmes provided, the College collects and collates information related to the performance of a learners on its programmes, such as assessment results and attendance. Finally, website usage information is collected using cookies.

The College collects information about learners to ensure the effective operation of its academic programmes, to fulfil its obligations with the awarding bodies (if applicable), to fulfil its legal obligations with the Garda National Immigration Bureau for the registration of non-EEA students (where applicable) and, if learners consent, to email learners about other programmes and services it thinks may be of interest to them.

The College uses cookies as part of its website maintenance.

Privacy Policy

The College will not share learner information with other companies for marketing purposes.

The College will share learner information with other bodies where it is obliged to do so. The prime examples of this are with awarding bodies and the Garda National Immigration Bureau, for applicable learners.

Thank you.

Dorset College Dublin