

## **Data Privacy Notice**

This Data Privacy Notice relates to the below form:

Form: Request a Letter Form

Website URL: <https://english.dcu.ie/student-portal/letter-request/>

### **Introduction**

DCU and DCU International Academy 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 International Academy.

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

The reason for which we have obtained your data is for the purpose of providing you with your desired letter on headed paper from DCU International Academy. We simply provide the letter to you. You should only share the letter we provide to you with third-parties for its agreed purpose, e.g. to set up a bank account in Ireland.

### **Third Party Data Sharing**

We do not share data acquired from this form with any third-parties.

### **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.