



ICHAS

Section 9 – Policy Associated with Information and Data Management

Subject:	Data Subject request Policy		
Applicable Standard	QQI	Core	Information and Data Management
<i>Date Approved by Academic Council:</i>			June 2021
Policy Version	1/2021	Date due for Revision	February 2024

CONTEXT

Article 15 of the General Data Protection Regulation (GDPR), gives individuals the right to request a copy of any of their personal data which is Processed by ICHAS, such requests are referred to as 'data subject access requests.

POLICY STATEMENT

The purpose of this policy and associated procedure is to ensure that the College complies with the Data Subject rights provisions of the Data Protection Acts 1988-2018. The policy aims to set a clear and transparent framework to enable individuals submit a data subject request to the College.

SCOPE

Applies To	Staff	Students	Both	
			✓	
Responsible for Implementation	Data Protection Officer			
Responsible for Monitoring & Review	Vice President (Academic Affairs)	Lecturer	Data Protection officer	Registrar
			✓	

Definitions.

Data Subject request - under Article 15, gives individuals the right to **request** a copy of any of their personal data which are being These requests are often referred to as 'data **subject access** requests', or '**access** requests'.

<https://www.dataprotection.ie/en/individuals/know-your-rights/right-access-information> accessed 28-04-2021

Data Subject - If an organisation or company is holding or using your personal data, you are known as a **data subject**.

Data Protection Officer (DPO) - A data protection officer (DPO) is a position within the College who acts as an advocate for the proper care and use of Personal information.

Data Controller - A 'controller' refers to a person, company, or other body that decides how and why a data subject's personal data are processed.

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Government of Ireland (2018) Data Protection Act
- European Association for Quality Assurance in Higher Education (ENQA) et al (2015)
- Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance
- Guidelines Developed by QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act.)

Linked Policies and Procedures

Linked Policies	Policy on Data Collection, usage and Management Policy on Access, Admissions and Applications
Linked Procedures	Procedures associated Data Collection, usage, and Management. Procedures associated with Access, Admissions and Applications

