

SEC Privacy Statement

- SEC is the data controller for student grant applications.
- SEC may share personal data provided in your application with Government bodies and agencies for the purpose of processing your grant application.
- SEC will not retain data, including phone call records, for any longer than is necessary and/or as required by law, whether under the Data Protection Acts 1988 and 2003 or otherwise.
- SEC take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.
- Personal data will not be shared with other persons without your specific consent.
- Where applicants identify relationship to other applicants or grant recipients, such information will be linked to ensure consistency and efficiency in processing.
- Pursuant to Section 3 and Section 4 of the Data Protections Acts, individuals may access their personal data and request a copy of their data held by SEC.

SEC Data Protection Policy

Who We Are

The Protestant Block Grant Scheme is administered by the Secondary Education Committee as the student grant awarding authority designated by the Minister for Education and Skills under legislation passed in 1967 and subsequent Memoranda of Understanding – most recent dated 23rd April 2015. The SEC is the Data Controller for student grant applications under the SEC Grant Scheme.

The Information you provide: what we use it for and who we share it with

We process information that you provide to assess your eligibility to apply for a grant for your children/s tuition or boarding fees in a secondary school recognised by the SEC. We also means test your application using data you provide us with electronically and / or by post.

The categories of personal data provided by you and collected by SEC for the purpose of assessment are:

- name, address and contact details, date of birth, PPS number
- marital and family status
- religious denomination
- details of your child/ren, names, date of birth, college/ school attendance
- employment details
- Income tax details, copy bank and financial statements, copy tax assessment forms.
- name, address and contact details, charity number of person verifying the religion of your child/ren
- details of income of parent/guardian

Information provided for grant applications is stored securely and may be consulted by grant assessors if you make subsequent grant applications.

Data Sharing and the use of External Data Sources

As part of conducting an assessment and ongoing grant management, we may share some or all of the data that you or other parties to this application provide with Government bodies and agencies if required to do so to comply with contractual obligations.

To assist in the evaluation and support efficient processing of grant applications, SEC may also receive data from publicly quoted references relating to credit risk history or asset holding registers.

Data may be transferred and received in batch transfers or on a case-by-case basis. We may use this data to confirm the accuracy of information provided by applicants or to replace legacy paper-based data sources to improve the timeliness and efficiency of application processing. All data sharing arrangements are governed by respective data sharing agreements with each of the data sharing bodies.

Agency / Body	Purpose	Information exchanged	Format
General Register Office (GRO)	Validation of date of birth and nationality for applicants born in Ireland prior to 2005	SEC Application number PPSN First name Last name DOB Mothers maiden name	Batch
Department of Education and Skills	Clarify eligibility for a grant Ensure accurate interpretation of the relevant grant scheme Ensure operation of a grant scheme Ensure provision of the appropriate financial support Prevention and detection of fraud, including the provision of information to support criminal investigations or prosecutions Facilitate annual transaction testing and audits	SEC Reference number PPSN DOB	Batch
Revenue Commissioners	Validation of information income of employment / self-employment as provided on the application form Prevention and detection of fraud, including the provision of information to support criminal investigations or prosecutions	PPSN Name YEAR Income details For applicant and related parties to application	Batch
Department of Justice and Equality	Validation of citizenship and nationality	Name SEC Reference number Person ID Application ID	Case by case requests

Agency / Body	Purpose	Information exchanged	Format
Recognised schools	Advise amounts of payments when grants are paid termly so that the correct amount is allocated to the account of each child benefitting from the grant.	Legacy No Permission to remain in the State Date permission valid until Name Year Amount	Batch

Contact

The application process requires you and other parties to the application to provide contact information. We will use this contact information for the following purposes:

- to contact you or other parties to the application about the application,
- to administer the application,
- to administer any grant payments that we determine by this application you may be entitled to.

Consent and Enquiry Handling

It is necessary to process certain personal data provided by the applicant and other individuals connected to them or related to them in order to correctly assess entitlement to student support funding.

To ensure efficient, accurate, and equitable processing of applications, we may take into account any information provided that related household members have applied for student support.

You or other parties to your application can contact the SEC support line to make enquiries about the status of an application. In order to facilitate such enquiries, SEC will share information about the status of an application with all parties to that application. Contact centre staff will ask verification questions to ensure that we only share information with a party to the application.

We will not provide personal data of a party to an application to other parties to the application without their consent. We will limit the information that we share to the status of the application and clarification of any outstanding supporting documentation or actions that are required to progress the application. In circumstances where disclosure of such information to another party to the application is not desired for personal reasons, the applicant should alert SUSI to this so that we can put appropriate controls in place on a case-by-case basis.

In circumstances where a third party (not a party to the application) requests information, personal data will not be shared without the consent of the subject of the information.

In circumstances where you or a party to the application provides personal data pertaining to another person who is not party to the application, consent must be provided by that person directly in order to allow SEC process their information.

Pursuant to Section 91 of the Data Protection Act 2018 and Article 15 of the GDPR, individuals may access their personal data and request a copy of their data held by SEC.

Data Retention & Processing

SEC will keep the data provided on a secure Database for the purpose of on-going administration, audit and review. SEC will not keep personal data for any longer than is necessary and/or as required by law, whether under the Data Protection Legislation or otherwise. SEC may share the data submitted via the application process with authorised agents or third parties who act on behalf of SEC pursuant to a contractual relationship. SEC continues to be the Data Controller for this data and these authorised agents act as Data Processors on our behalf. Such agents or third parties are only permitted to use the personal data as instructed by SEC. They are also required to keep the data safe and secure.

Applicants and parties to applications may speak to employees of SEC (or agents acting on its behalf) by telephone. To ensure that SEC provides a quality service, the telephone conversations may be recorded. SEC will treat the recorded information as confidential and will only use it for staff training/quality control purposes, and for confirming details of the conversations with SEC.

If applicants and parties to applications requests that SEC communicate with him/her by email, the applicant is solely responsible for the security and integrity of their own email account. The transmission of information via the internet is not completely secure and consequently, while SEC will take all reasonable security measures, it cannot guarantee the privacy or confidentiality of information being passed via the Internet; any transmission is entirely at the applicants own risk.

Other types of data we process: Job application data

All documentation received by SEC in relation to job applications will be processed in accordance with Data Protection legislation. The information will only be used by SEC for its legitimate interests, in the processing of job applications and for ongoing administrative purposes with job candidates. If you are offered a job by SEC this information will be added to your employee file, otherwise it will be retained for a year from close of the application process.

School Data

To facilitate effective engagement with schools we process and store data relating to officers at scheme member schools. This information is supplied to us from schools and is updated on their advice.

Right of access to and updating or deleting your personal data

Under data protection legislation you have the following rights:

- The right to be informed
- The right to access information
- The right to rectification

- The right to erasure
- The right to data portability
- The right to object to the processing of personal data
- The right of restriction
- Rights in relation to automated decision making, including profiling

To access the data stored about you by the SEC, you can make a data access request to the Data Protection Officer, SEC, PO Box 12924, Dublin 14 or by email to info@secgrant.ie

Security

Records of all personal information are stored in centralised databases (including computerised and manual files) in the SEC data centre. All storage facilities are located in Ireland. SEC take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction. Data Processing and Data Sharing agreements entered in to between SEC and the agencies / bodies with whom it exchanges data take account of the security measure requirements necessary to protect the data.

Use of Cookies

‘Cookies’ are small text files that may be written to a website user’s computer for a variety of purposes. See AllAboutCookies.org for more information on them and how to control them. Consent is required where the cookies being written are not essential for the ‘Information Age Service’ being availed of. The SECGrant website makes use of Cookies when users have accessed the site.

Version Control	
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