



Dublin Cultural Institute General Data Protection Regulations & Privacy Policy for Students and Host Families

Dublin Cultural Institute (DCI) is committed to protecting your privacy in compliance with General Data Protection Regulations (GDPR 2018) as well as the Data Protection Act 2018 and any other relevant legislation.

Who we are and what we do

DCI is an English language school. Our services include English language tuition, assessment, placement, examinations, accommodation, social programme activities and airport transfers.

This data protection policy and privacy statements explains how DCI collects and uses personal data.

Collection and use of personal information

We do not store any personal information about you on our website apart from information which you volunteer (for example by using our contact form). Any personal information which you volunteer will be treated in accordance with the Data Protection Act 1988 and Data Protection (Amendment) Act 2003.

DCI shall not disclose your information to third parties unless you are specifically informed otherwise or we require a third party to process the information on our behalf (in which case DCI requires these third parties to comply with its instructions and we require that they do not use your personal information for their own business purposes).

What information do we collect and why do we use it?

- We need to collect information when you book an English course with us.
- You will be asked for your name, nationality, spoken languages, gender, address, date of birth, contact details, flight details, medical emergency contacts and details of any medical/educational needs.
- You may also be asked for your passport or visa details if required, and medical and dietary information.

- On occasion, photographs may be taken of students. These photos may be used on our managed social media pages and in our marketing materials. We will request permission to use any photographs taken of you.
- You may request to see the data we hold at any time or tell us to remove it from our school records unless it is kept for legal reasons.
- Host families will be requested to supply details including, name, address, family details, phone number, email address, financial information and Garda clearance details

We use your personal student data for the following purposes:

- To enrol students on our language programmes or place them in accommodation.
- To help our academic team and teachers place students in a class at the correct level.
- To process financial transactions and operate the language school.
- To maintain our student, employee, agent and host family files.
- To maintain our health and safety records.
- To maintain our own financial accounts and academic records.
- To meet our accreditation requirements.
- To assist non-EEA students in applying for a student visa in Ireland.
- To assist in opening Irish bank accounts if requested.
- To order medical insurance where requested and required.
- To maintain attendance records for immigration services.
- To promote the school and communicate with students regarding events and news.
- To enrol students in English language examinations.

We use host family student data for the following purposes:

- To consider applications to become a host family
- To consider the placement of a student in a family
- To respond to any requests or in emergency situations
- To maintain, improve and deliver our services
- To share family information with potential students/agents acting on behalf of the potential students.

How do we collect personal data?

Personal data may be collected from you, or from a representative acting on your behalf when:

- Information is requested from us about our services via email/telephone/in person
- A booking, application or enquiry form is completed

- Our website is visited and our contact form is used
- Through engagement on our social media channels
- Competitions are entered
- Students participate in feedback sessions or feedback forms

How do we use personal data?

We will use your personal data to help us to:

- Deliver the courses you have booked with us
- Monitor, develop and improve our courses
- Provide information on courses that you have enquired about or that may be of interest to you

Do we share personal data?

Personal data is shared only in the following circumstances:

- To ensure delivery of the course you have booked with us,
- To engage with authorised parties, such as agents who operate on your behalf
- To comply with any legislation, immigration, regulators or other governmental institution

How long do we hold personal data?

We hold personal data for as long as necessary subject to legal requirements and obligations.

How long is the retention period?

Subject to any legal requirements, we intend to hold your personal data for the duration of your studies with us. Your name, address, email and phone number may be stored beyond that period for marketing purposes unless you request to unsubscribe or, as a host family, if you notify us that you are no longer available to take students.

Security

We take precautions to protect your information. When you submit information via the website or via one of our email surveys, your information is protected both online and offline.

While we protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to

perform a specific job are granted access to personally identifiable information. The computers/files in which we store personally identifiable information are kept in a secure environment.

What are your rights?

You can ask us for a copy of the personal data that we hold about you, along with the collection, processing or sharing of this data. You can also request us to update or delete the personal data we already have.

Contact Details

To exercise all relevant rights, or if you have any questions please contact our School Director:

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