

# Cyber Security Academy June 8<sup>th</sup> -11<sup>th</sup> 2021

## Data Protection Notice

At Munster Technological University | MTU we treat your privacy seriously. Any personal data which you provide to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. This notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

### Who we are

Throughout this Notice, “we”, “us” and “our” refers to Munster Technical University.

### How we collect your personal data

We collect your data: your name, school details, parental contact details, confirmation of student being 16 or over, age, gender, your photograph, when you complete this application form/Photo consent form and during your participation on the academy. It will be used by us only in accordance with the purposes outlined in this notice.

### The purpose and legal basis for collecting your data

Any personal data you provide to us via this application form, photography consent form and during your participation on the Cyber Security Academy will be processed fairly and lawfully.

It will be used for the purposes of:

- confirming participants in the Cyber Security Academy;
- sharing participant names with instructors
- photographs to promote the Cyber Security Academy programme on our website;
- using your details to set up the zoom groups and user accounts, as part of the programme;
- sending out course materials
- contacting guardians in the case of an emergency while taking part in this programme;
- reporting anonymised demographic data to our funder Science Foundation Ireland
- emergency contact

The Data Protection Acts allows us to process your data because you have provided your explicit consent\*. You are entitled to withdraw your consent at any time. If you do withdraw your consent, Munster Technical University will no longer process your personal data and will take steps to delete all reference to your data securely.

## How we will communicate

Email addresses of parents and students will be used to share practical details of the courses such as virtual machines, zoom links for content delivery. We will not send any communications directly to students that are not sent to parents. In the event of communicating directly with a student, the parent will be included in cc. Address information is taken to send out course materials and software.

## Details of third parties with whom we share personal data

The Cyber Security Academy is a partnership between MTU, Cyber Ireland, TU Dublin and Zero Days Capture the Flag. Cyber Ireland is an industry cluster based at MTU that aims to represent the needs of the cyber security ecosystem in Ireland. This includes increasing awareness of cyber security careers. ZeroDays Capture the Flag organise and promote cyber security challenges. This course will be managed by MTU staff and delivered by both MTU staff, Technological University Dublin (TU Dublin) staff and ZeroDays staff. Names of all participants will be shared with TU Dublin and Zero Days staff. The Cyber Security Academy is funded by Science Foundation Ireland Discover programme. Science Foundation Ireland is the state body responsible for funding Science, Technology, Engineering and Mathematics (STEM) research in Ireland. The Discover programme funds activities aimed at increasing knowledge and awareness of the value of STEM in society. For the project report we will share anonymised demographic data, such as age and gender, geographic reach of the course and the % of students attending DEIS schools. This anonymised information will also be shared with members of Cyber Ireland.

## How long we will keep your data

In keeping with the data protection principles we will only store your data for as long as is necessary. All data collected will be used solely for the purposes of your application to participate in the Cyber Security Academy.

Participant's data will be stored for one month following the duration of the Cyber Security Academy, after which it will be deleted. Where participants have selected to remain on a contact list for future events, their data will be retained until they unsubscribe from this list. An option to unsubscribe from the list will be sent with each communication. Some images or recordings may be kept permanently once they are published and be kept as an archive of University life. In submitting this form, you understand and agree that your personal details will be used by MTU.

## Your rights

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data, including the right:

- to find out if we use your personal data, access your personal data and receive copies of your personal data
- to have inaccurate/incomplete information corrected and updated

- in certain circumstances, to have your details deleted from systems that we use to process your personal data or have the use of your personal data restricted in certain ways
- to object to certain processing of your data by MTU
- to exercise your right to data portability where applicable (i.e. obtain a copy of your personal data in a commonly used electronic form)
- where we have relied upon consent as a lawful basis for processing, to withdraw your consent to the processing at any time
- to not be subject to solely automated decision
- to request that we stop sending you direct marketing communications\*\*.

If you wish to avail of these rights, please write to: The Data Protection Officer

DPO: Carmel Hayes

Email: [dataprotection@cit.ie](mailto:dataprotection@cit.ie)

### Questions or Complaints

If you have any queries in relation to the Cyber Security Academy please contact the project manager of the programme – Aoife Long [aoife.long@cit.ie](mailto:aoife.long@cit.ie)

If you have any complaints in connection with our processing of your personal data, you can contact MTU's Information Compliance Manager:

Data Protection Officer, DPO: Carmel Hayes

Email: [dataprotection@cit.ie](mailto:dataprotection@cit.ie)

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the Data Protection Commission's website ([www.dataprotection.ie](http://www.dataprotection.ie)), or by telephoning 1890 252 231.

In completing the registration process, you understand and agree that your personal details will be used by MTU for the purposes outlined above.