

Data Protection Policy

1. General Policy

Student personal data is collected for the purpose of proper administration of CTYI activities and to ensure that student's needs are met in their interactions with CTYI. This includes delivery or appropriate application materials to students, provision of information on special educational needs to academic staff who will interact with students, and in the case of post primary residential students the provision of information relevant to students' health and safety to residential staff.

CTYI does not disclose data to third parties.

2. Obligatory Disclosures to CTYI

The disclosure of any special educational needs that may necessitate special provisions in classes is obligatory. Special educational needs include but are not limited to: ongoing behavioural issues, hyperactivity conditions, autistic spectrum disorders, dyslexia or related conditions, and visual or hearing impairment.

It is also obligatory to provide information regarding special medical needs which may impact on a student's health and safety while in the care of CTYI staff. Such medical needs include but are not limited to: ongoing psychiatric care, continuing treatment with a psychologist, severe allergies, epilepsy, or other long term illnesses.

Failure to provide such information may necessitate the removal of a student from classes and mailing lists until this information is provided in writing to CTYI.

