

## Data Protection Notice

Data protection concerns the safeguarding of privacy rights of individuals in relation to the processing of their personal data. Personal data includes any information relating to a living individual which allows the identification of that individual, which may for example include a name, email address and student number. For further information in relation to how DCU collects, uses and discloses your personal data and your data protection rights, please refer to the [DCU Privacy Policy](#).

In particular, DCU is subject to the provisions of the General Data Protection Regulation (the “GDPR”) and the Data Protection Acts 1988 to 2018, when it collects and uses your personal data. DCU acts as a data controller in respect of such data and complies with its responsibilities under this legislation.

By applying to the Exchange/Erasmus+ Programme, you will be required to provide DCU with certain personal data, including your name, address, phone and other details. This is a necessary step in connection with the assessment of your application for and, if successful, your participation in the Exchange/Erasmus+ Programme.

To administer and facilitate your participation in the Programme, DCU must share your personal data with certain parties, such as your Home University or approved third party providers e.g. European Commission and its designated representative in Ireland - the Higher Education Authority, Erasmus Student Network (ESN), DCU Campus Connect.

Your Home University discloses certain personal data to DCU under the Exchange/Erasmus+ Programme for the sole purpose of student nomination. By the student making their Application to DCU, your personal data will then be recognised as self-disclosed. DCU will act as the data controller of this data for compliance with GDPR regulations. The personal data disclosed can include:

- First Name
- Surname
- Date of Birth
- Place of Birth/Nationality
- Gender
- Programme of Study
- Email address

### Overview of why DCU need this information:

Under the European Commission Exchange/Erasmus+ guidelines; for auditing purposes, DCU must retain this personal data for a period of 5 years from the date of your Exchange/Erasmus programme. After this period, your personal data will be deleted and disposed of in accordance with GDPR regulations.

Your personal data will only be used for the intention as outlined above and for no other reason.