

Data Collection

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Data Collection

Under the Data Protection Acts 1988-2018, the College is obliged to update or remove user's personal information if informed of any changes. Cenit College retains personal data only for as long as is necessary to fulfil the purpose it was collected. It will not be used for purposes beyond that. Retention periods, deletion, archiving, or destruction methods are documented in the Cenit College Record of Processing.

For the website user's personal information can be updated or removed by emailing the Data Protection Manager at dataprotection@cenitcollege.ie

Where any potential learner contacts Cenit College about any programme of study in the College, Cenit College will collect personal data to respond to that enquiry or request for service. This information permits Cenit College to respond to the respective enquiry. Cenit College may also acquire data from their clients in order to subprocess data and provide the required service to the client.

This information is collected on a legal basis that is within the legitimate interests of both Cenit College and the Data Subject to provide a response to requests for information. The primary sources of most learner data collected is the information submitted during the application, enrolment, or registration process, the information your manager or supervisor supplies, and your academic data, such as assessments and grades.

Where learners apply and register for programmes of study further information such as the following is collected, this is dependent on the programme of study. Our Company may collect some or all the following data for the below programmes listed:

a. QQI Programmes

Retention Period: Duration of studies + 1 Year

Data Collected is as follows:

QQI Programmes	
Personal Information	Full legal name Date of birth Gender Nationality
Contact Details	Address (including postal code) Email address Phone number
Educational Background	Previous qualifications and academic history
Employment Information (if applicable)	Current employment status (if applicable) Relevant work experience (if applicable)
PPS Number	Personal Public Service Number. All certificates granted by QQI (the Irish National awarding body) necessitate the student to possess an Irish or UK PPS number (Personal Public Service Number) and other data. The lack of a PPS number renders learners ineligible to receive an award from QQI, as it is a certification requirement by QQI, for our programs. Learners without a PPS number will only receive a completion certificate from Cenit College.
Photographic Identification	A valid photo ID (e.g., passport, driver's license) - We "sight" this information to prove identity.
Disability or Special Requirements (if applicable)	Information about any disabilities or special requirements the learner may have to ensure proper accommodations can be made if necessary.
Payment Information	Financial details for course fees (We will only hold what is required by law)
Declaration of Consent:	Agreement to terms and conditions Consent for the processing of personal data

b. ILM Programmes

Retention Period: 3 Year

Requires specific learner information to complete the registration process. Data Collected is as follows:

ILM Programmes	
Personal Information	Full legal name Date of birth

	Gender Nationality
Contact Details	Address (including postal code) Email address Phone number
Employment Information	Current employer Job title Industry sector
Educational Background	Name of educational institutions attended. Highest level of education completed. Qualifications obtained.
ILM Membership Information	ILM membership number (if applicable)
Payment Information:	Financial details for course fees (We will only hold what is required by law)
Declaration of Consent	Agreement to terms and conditions Consent for processing personal data

c. PRINCE/SCRUM/Agile/ACCA/Green Project Management

Retention Period: Duration of studies + 1 year.

Requires specific learner information to complete the registration process. Please review the information required in our privacy policy. Data Collected is as follows:

PRINCE/SCRUM/Agile/ACCA/Green Project Management	
Personal Information:	Full legal name
Contact Details	Email address Phone number
Employment Information (if applicable)	Job title Current employer Industry sector
Educational Background (if applicable)	Highest level of education completed. Name of educational institutions attended. Qualifications obtained.
Payment Information:	Financial details for course fees (We will only hold what is required by law)
Declaration of Consent	Agreement to terms and conditions Consent for processing personal data

d. Funded Programmes

Retention Period: Duration of studies + 1 year.

If learners enter via a funded route, we may be required to collect specific data, this will be detailed in the course application process. In this process, we are deemed to be a data processor and the client is the controller. Depending on the programme we may be required to collect some or all of the following data:

- Personal identification information (Created by Cenit College)

- Full legal name
- Email address
- Phone number
- Registration Number(s) - If applicable to the vendor
- Address (including postal code)
- Gender
- Date of Birth
- Personal Public Service (PPS) Number or National Insurance Number
- Next of kin/emergency contact details
- Financial information (including details of funding and fees paid and outstanding)
- Previous educational details
- Previous employment details
- Details of disabilities (optional) and/or medical records (may be necessary for the application for reasonable accommodation)
- Criminal Convictions (Required for some vendors/UK)
- Ethnicity (Required for some vendors /UK)
- Residency & citizenship details (Required for some vendors /UK)
- Current employment information (Required for some vendors /UK)
- Employment and Salary Information (Required for some vendors /UK)
- Agreement to use visual images for marketing (Required for some vendors /UK) (Not mandatory)

e. Other Data Collection for all Programmes

The following may also be collected on all programmes to allow us to provide the relevant service:

- Correspondence sent to Cenit College or its tutors.
- Correspondence that is sent to the client about the learner.
- Activity information on course progress
- Disciplinary, grievance procedures data
- Certificates awarded.
- Information about examinations, assessments, and results, repeat examinations, and learner progression.
- Engagement with Cenit Colleges Training's virtual learning environment activity
- Image (for online platform) and proof of identification where necessary

This information is collected on the basis that registering as a learner on Cenit College Programmes the data subject is entering into a contract to study with Cenit College. The above information is also collected to fulfil Cenit College's legal obligation for Protection of Enrolled Learners (PEL) should that clause have to be activated.

Non-Personal Information Cenit College Ltd collects non-personal information (such as demographic data regarding a user IP address (that have been clipped) from all of our website visitors on a cumulative basis. This type of anonymous statistical data cannot be used to identify or contact users.

f. Sign in Log

Retention Period: Sign in Logs are shredded once a week.

All visitors to the Cenit College premises must sign the visitors log at reception. On this log, they will record the following information:

- Name
- Date and Time of entering the premises.
- Date and Time of leaving the premises.

g. Closed-Circuit Television (CCTV)

Retention Period: 90 Days

Cenit College utilises Closed-Circuit Television (CCTV) and recording systems within its premises for security, safety, and contractual purposes. These systems may capture visual and auditory data for the protection of individuals and property. The following guidelines outline our practices regarding CCTV and recording data retention:

- **Retention Period:** Recordings captured by CCTV and other recording systems will be retained for a specific duration, as mandated by applicable laws and regulations, or for a period necessary to fulfil the purpose for which they were collected. The specific retention periods may vary depending on the nature of the recorded data and the applicable legal requirements.
- **Access and Security:** Access to CCTV and recorded data will be restricted to authorised personnel with a legitimate need, such as security personnel and law enforcement agencies, as required by law. Access controls and security measures will be in place to safeguard the integrity and confidentiality of such data.
- **Purpose:** CCTV and recording systems are primarily used for security, safety, and operational purposes within Cenit College. Recordings may also be used for investigating incidents, addressing security concerns, and ensuring compliance with the law.
- **User Rights:** Individuals whose images or voices are captured by our CCTV and recording systems may have certain rights concerning their data, including the right to request access, rectification, erasure, or restriction of processing, as provided by applicable data protection laws. Requests related to CCTV and recording data should be directed to our Data Protection Manager dataprotection@cenitcollege.ie.

h. Exam Vendors Data Collection and Processing

Retention Period: Defined by the examination vendor.

For some programmes learners may be required to register with the examination vendor (e.g. QQI, ILM, ACCA, PeopleCert) to complete your examinations and/or obtain certification, these vendors operate their own retention policy and will require the user or us to supply details to them such as:

Personal Information	Full legal name Date of birth Gender Nationality
Contact Details	Address (including postal code) Email address Phone number
Photographic Identification	A valid photo ID (e.g., passport, driver's license)
Recordings	Vendors may record the exam process, and an authorised proctor will invigilate your exams.