



Rialtas na hÉireann  
Government of Ireland

# Privacy Notice

## Department of Education and Youth

STEM Bursary Payment Scheme

January 2026

## 1. Specified Purpose

The purposes for which the Department processes your data are:

### **Processing of applications under the Education Act, 1998**

For the purposes of this data processing, the Department is the data controller. This arrangement is reflected in this notice.

## 2. Legal basis

Under Article 6 of GDPR the lawful bases we rely on for processing this information are [delete as appropriate].

- *Consent - provided by applicant in application*

## 3. Source

The data source will be the applicant who will provide the data required to the department through the application portal.

## 4. Categories of data subject

*Categories of data subject should be outlined:*

- Third Level Students

## 5. Categories of personal data

*Categories of personal data should be outlined: Some examples include:*

- First Name
- Surname
- Student Number
- PPSN
- Personnel e-Mail Address
- College e- Mail Address
- Contact Phone Number

## 6. Categories of special category data

N/A

## 7. Further Processing

Where the Department intends to further process your data or that of your child for a purpose other than the purposes listed above, the Department will provide you prior to that further processing with information on that other purpose and with any relevant further information on the processing activity and your data protection rights.

## 8. Recipients of the data

### **Data Sharing**

To be entered where the Department is sharing information with other organisations

Data may be shared with HEIs and ETBs for the purpose/s of verifying the data provided by applicants for eligibility for payment under the STEM Bursary Payment Scheme.

- The legal basis for this data-sharing is Consent - provided by applicant in application.

## **9. Storage period**

The data processed will be retained for a period of 6 years for the purpose of processing applications and addressing any subsequent queries.

Please note that your data is also subject to the National Archives Act 1986, see guidance from the National Archives: [https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note\\_GDPR\\_V4.pdf](https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note_GDPR_V4.pdf)

## **10. Third Country**

None of your data or that of your child or the tutor's data will be transferred to a country outside of the European Economic Area i.e. the EU and Norway, Iceland and Liechtenstein

## **Data Subject Rights**

Please follow the link [HERE](#) for information on your right to access your data and that of your child's.

You may also exercise your right to correct your data, seek to restrict how it may be processed or object to how it may be processed. Your data or that of your child's will not be used for automated decision-making or profiling, please see link [HERE for a the data Protection Commissioner's Guide to Data Subject Rights](#).

While you have a right to have your data or that of your child deleted the Department may not be able to agree to your request if it is less than [retention period] years since you submitted your application under this scheme. The Department may not be able to agree to your request for deletion also where your data is subject to the National Archives Act 1986 and no order has been made to dispose of the this category of data under that Act, see guidance from the National Archives : [Services to government – The National Archives of Ireland](#)

## **11. How to complain**

You have the right to lodge a complaint with the Data Protection Commissioner, please see [www.dataprotection.ie](http://www.dataprotection.ie) Further Information on how this scheme operates is available at Circular Number 0019/2026 **Concurrent Initial Teacher Education Bursary Scheme (STEM Bursary)**.

## **12. Contact Details**

The Department of Education and Youth is the data controller for the processing of your data. If you have any query in respect of this you may e-mail: [STEMBursary@education.gov.ie](mailto:STEMBursary@education.gov.ie) or by post to the Department of Education and Youth, Teacher Supply and Workforce Planning, Cornamaddy, Athlone, Co Westmeath N37 X659,

The Department's Data Protection Officer may be contacted by sending an e-mail to [dpo@education.gov.ie](mailto:dpo@education.gov.ie) or by post to Department of Education and Youth, Data Protection, FOI and Records Management, Athlone, Co. Westmeath, N37 X659.

## Change History of Template

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<b>Date Created</b>	<b>May 2018</b>
<b>Document Owner</b>	<b>Data Protection, FOI and Records Management</b>

## Version Control

<b>Date of Edit</b>	<b>Version No.</b>		
May 2018	V1.0	Sean Desmond	Privacy Notice Template
October 2021	V2.0	Sean Desmond	Updated relevant links from <a href="http://www.education.ie">www.education.ie</a> to <a href="http://www.gov.ie">www.gov.ie</a> & insert DFHERIS
March 2023	V3.0	Claire Dolan	Reviewed and updated
May 2025	V4.0	Helena Murray	Updated to include new branding to Department of Education and Youth