



**msletb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board

## **DATA PROTECTION INTERIM PRIVACY NOTICE**

### ***For users of MSLETB Adult Educational Guidance Services***

By contacting and/or attending a Guidance Counselling and/or Information Session with MSLETB Adult Educational Guidance Service, you acknowledge that your personal data (including special category personal data, where you choose to provide it) shall be processed by MSLETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie)

1. We are Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Our address and contact details are MSLETB, Head Office, Newtown, Castlebar, Co Mayo, F23 DV78, Telephone 094 9024188.

We provide secondary level education, second chance education; adult guidance services, further education and training including apprenticeships; youth work services, community-based education programmes; outdoor education; outreach programmes, specialist programmes, e.g. through Music Generation, School Completion Programmes and other programmes / courses as maybe delivered / funded / sponsored in whole or part or in co-operation with other bodies / agencies, etc. For further information, see section 1 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie)

2. When you contact MSLETB's Adult Educational Guidance Service, we collect your personal data. The type of information we collect about you includes mandatory personal data such as your name, contact details and discretionary data used to evaluate your needs and progression in connection with your use of the Adult Educational Guidance Service.

The personal data we collect can include information about your identity and contact details; gender; employment status; previous education; additional needs; economic status information; ethnic and cultural background information; medical data; information about health, safety and welfare; and other personal data to assist us in providing our services. Further details of the data we collect about you can be found in Section 2 of our Data Protection Policy.

We collect your personal data for the purpose of providing information, advice and guidance on your education, training and career options. Your personal data may be used to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, to process appeals, resolve disputes, and defend litigation etc. The personal data you provide may also be used for health and safety purposes and in your vital interests. The information provided is also used for statistical purposes and reports.

Consent will be sought and we will gather the name, address and contact details of your parents/guardians if you are under 18 years of age.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please see our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie)

3. We share anonymised data with the following third parties: National Centre for Guidance in Education (NCGE), the Department of Education and Skills and SOLAS for statistical and reporting purposes.

Your personal data is stored securely on an Adult Guidance Management System (AGMS) that is managed by NCGE on behalf of DES and SOLAS. The SOLAS / NCGE AGMS database acts as a key tool in providing a quality service to MSLETB Adult Educational Guidance Service clients. The AGMS provides a confidential online database to assist client information management and to support review of and ensure planning for the guidance service delivery.

Due to the confidential nature of the guidance service to clients, it is only the guidance staff of MSLETB Adult Educational Guidance Service that have access to the AGMS. MSLETB Management have access to the overall statistics and reports generated from this data only.

4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of MSLETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of MSLETB and with the assurance that appropriate safeguarding measures are in place to protect the data.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period. Some data we retain for a longer period. For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie) or contact the Data Protection Officer.
7. You have the following statutory rights that can be exercised at any time:
  - (a) Right to complain to supervisory authority.
  - (b) Right of access.
  - (c) Right to rectification.
  - (d) Right to be forgotten.
  - (e) Right to restrict processing.
  - (f) Right to data portability.
  - (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.msletb.ie](http://www.msletb.ie) or alternatively contact our Data Protection Officer.

The interim Data Protection Officer (DPO) is the Mary McDonald who can be contacted on 094 9024188 or [dataprotection@msletb.ie](mailto:dataprotection@msletb.ie). If you have any queries, please consult our Data Protection Policy (available at [www.msletb.ie](http://www.msletb.ie) ) or contact our DPO.