

## Science Foundation Ireland – Discover Centres Network

### Data Protection Notice

This Data Protection Notice is issued by Science Foundation Ireland, of Wilton Park House, Wilton Place, Dublin 2 (“**Science Foundation Ireland**”, “**SFI**” or “**we**”). The purpose of this notice is to inform you of the data relating to you that we may collect and use in connection with the Discover Centres Network and the uses we may make of such data (including disclosures to third parties).

#### About the Discover Centres Network

The Discover Centres Network (“**DCN**”) was established in 2005 as part of SFI’s Discover Primary Science and Maths Programme (“**DPSM**”). Over the past 11 years, the network has grown to over 50 Discover Centres. The DCN offers accredited workshops and outreach programmes for Primary Schools on a wide range of themes encompassing Science, Technology, Engineering, Maths and Space. This supports schools in engaging in science education outside of the classroom in a curriculum relevant and inquiry-based way and provides opportunities to meet scientists and engineers from a range of disciplines.

#### What data do we collect?

SFI collects the following data in the context of the DCN:<sup>1</sup>

- (a) name, position, relevant qualifications and experience and contact details of DPSM contact person;
- (b) [name, position and relevant qualifications and experience of the Discover Centre personnel who are/will be involved in the delivery of workshops and outreach programmes]; and
- (c) [name and employing school of teachers who complete evaluation forms]<sup>2</sup>.

#### Who is the data provided by?

The data may be provided to the DCN by the applicant organisation rather than by the individual members of the organisation (although it is usually the case that the DPSM contact person is the individual who makes the application on behalf of the applicant organisation). The individual submitting the information on behalf of the organisation shall ensure that all members of the organisation are made fully aware of the content of this Data Protection Notice including, in particular, the uses and disclosures that will be made of their data.

#### How do we use your information?

The information is used for the following purposes:

- (a) to process applications for accrediting a centre as an SFI Discover Centre;
- (b) to organise induction training for Discover Centre representatives;

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<sup>1</sup> **Note to SFI:** The questionnaire included some further detail as follows: name and website of applicant organisation; and name, address and county of the Discover Centre (once accredited). As this is not personal data, we have not included it in the draft, however, if SFI would prefer to include this information for completeness this is no problem. **That’s fine we can leave it out**

<sup>2</sup> **Note to SFI:** Please confirm whether the above detail is accurate and provide additional information if necessary. **Yes**

- (c) to publish contact details of the [DPSM contact person/Discover Centre representative]<sup>3</sup> on the Discover Centre website;
- (d) to organise quarterly networking meetings for Discover Centre representatives;
- (e) to evaluate the programmes delivered by Discover Centres;
- (f) to communicate with Discover Centres in relation to meetings, upskilling opportunities and DPSM programme developments; and
- (g) to engage with Discover Centres in relation to contributions to e-newsletters for schools.<sup>4</sup>

### Legal Basis for Processing

The forms of processing referred to in this Data Protection Notice are necessary for the performance by Science Foundation Ireland of its statutory functions. This provides the legal basis for processing your personal data as referred to in this Data Protection Notice.

### Who will your data be shared with?

Science Foundation Ireland may share your data with third parties as reasonably necessary in connection with the activities referred to above, including:

- (a) consultants who provide assistance on STEM education programmes, including the observation of workshops and the making of recommendations on accreditation;
- (b) [our agents or other third party service providers (e.g. IT service providers, etc.);
- (c) our auditors or other professional advisers;
- (d) competent regulatory authorities and bodies as requested or required by law; and
- (e) the Department of Education or any successor departments from time to time.]<sup>5</sup>

### Transfers Abroad

Data that Science Foundation Ireland collects from you may be transferred to a destination outside the European Economic Area ("EEA"), including to a jurisdiction where the level of protection afforded to personal data is not as high as that in the European Union. This could occur, for example, where data is hosted overseas or where our IT maintenance/service providers are located overseas. If we transfer personal data to such jurisdictions, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers. Such measures may include entering into 'standard contractual clauses' in the form approved by the European Commission or, in respect of transfers to the USA, ensuring that the transfer is covered by the EU-US Privacy Shield framework. If you would like to receive further details of the measures that we have taken in this regard, please contact us at [sfidataprivacy@sfi.ie](mailto:sfidataprivacy@sfi.ie).

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<sup>3</sup> **Note to SFI:** Please confirm this is accurate. **Yes**

<sup>4</sup> **Note to SFI:** Please confirm if this list is accurate. **Yes**

<sup>5</sup> **Note to SFI:** Please confirm if this list is accurate or if any other third party disclosures be made? It may also be necessary to briefly explain why the information is being provided to these third parties. **Yes this list is accurate**

### How long do we keep your information?

Science Foundation Ireland will only keep your data for such period of time as may be reasonably necessary to fulfil the purposes set out in this Data Protection Notice and, if relevant, to deal with any claim or dispute that might arise in connection with the DCN. SFI requires each Discover Centre to report annually and provide confirmation as to whether the Centre wishes to remain part of the DCN as well as provide up-to-date contact details. In the event that a Centre does not wish to continue its association with the DCN, the contact details of the Centre and its personnel are deleted from the SFI system [except in the case of a dispute]<sup>6</sup>.

### Security of your information

We have adopted appropriate technical and organisational security measures to protect your information from unauthorised access and against unlawful processing, accidental loss, destruction or damage. We will also ensure that our agents or third party service providers who process your data are required to keep your data safe and secure to at least an equivalent standard.

### Your rights

You have the right, subject to certain exceptions, to obtain a copy of your personal data and to have any inaccuracies corrected. You also have the right to have your data erased and to restrict or object to processing of your personal data, though these rights may be limited in some situations and are subject to certain exceptions.

In order to exercise any of the rights set out above, please write to us at: Science Foundation Ireland, Wilton Park House, Wilton Place, Dublin 2. In order to protect your privacy, you may also be asked to provide suitable proof of identification.

### Contact / Complaints

Questions, comments and requests regarding this data protection notice or the exercise of your rights are welcomed and should be addressed to Science Foundation Ireland, Wilton Park House, Wilton Place, Dublin 2 or [sfidataprivacy@sfi.ie](mailto:sfidataprivacy@sfi.ie). If you are not happy with the way we have used your information or addressed your rights, you have the right to make a complaint to the Irish Data Protection Commission by emailing [info@dataprotection.ie](mailto:info@dataprotection.ie).

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<sup>6</sup> **Note to SFI** – confirm that details might be kept in such circumstances. Details are kept for one year, Centres are contacted on an annual basis to confirm that they still wish to be part of the network and to confirm contact details, if this changes their details are deleted from the system