

Junior Cycle Certificate of Completion in light of the cancellation of the Junior Cycle examinations for 2020 and 2021

Purpose

The purposes for which the Department processes your data:

- Processing and provision of **Certificates of Completion** electronically to schools/centres of education for each student to facilitate progression from second-level schooling to employment, further education and higher education, in light of the cancellation of the Junior Cycle examinations and associated Junior Cycle Profiles of Achievement caused by the Covid19 pandemic.
- Future provision of copies of Certificates to students on request.
- Providing letters of assurance to students on request prior to issue of the Certificate of Completion.
- For Research and Statistical purposes by the Department and the SEC.

Legal basis

Article 6(1)(e) of the General Data Protection Regulation (2016/679) and Section 38 of the Data Protection Act, 2018 underpinned by Section 7(1) of the Education Act 1998.

Source

- Schools and other centres of education with students entered for the 2020 Junior Cycle and 2021 (Further Education and Training Centres, private colleges and other non-state funded institutions and sources).
- PPOD – Post Primary Online Database (Department of Education)
- JCAD – Junior Cycle Assessment Database (Department of Education)
- State Examinations Commission Database

Categories of data subject

- Students entered for the 2020 Junior Cycle / Certificate examinations
- Students due to sit the 2021 Junior Cycle / Certificate examinations

Categories of personal data

- Subject
- Subject Level
- Short Course
- Priority Learning Unit
- School Roll Number
- Department Pupil Identity Number
- Year
- Date of Birth
- Surname
- Forename
- PPSN
- Address
- Junior Certificate Exam Number

Further Processing

Where the Department intends to further process your data 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.

Data Sharing

Data may be shared with:

- The State Examinations Commission, for the purposes of maintaining a record of certificates awarded and for statistical purposes.

Storage period

- Following production of the Certificate of Completion for each student, the Department will retain a copy of the full Certificate for each student for a period of 100 years.
- The data to be pseudonymised once Certificates are produced and used in statistical analysis. No identifiable individual data is used by the Department except to provide, on request, copies of certificates to individuals.

The Data is retained in the public interest for research, historical and archival purposes.

Third Country

The data is not transferred outside Ireland

Data Subject Rights

Please go to <https://www.education.ie/en/The-Department/Data-Protection/Information.html> for information on your right to access your data.

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 will not be used for automated decision-making or profiling, please see <https://www.dataprotection.ie/en/individuals/rights-individuals-under-general-data-protection-regulation> for the Data Protection Commissioner's Guide to Data Subject Rights.

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

https://www.nationalarchives.ie/wp-content/uploads/2019/03/20190309Guidance-Note_GDPR_V4.pdf

You have the right to lodge a complaint with the Data Protection Commissioner, please see

www.dataprotection.ie

More detail on use of personal data by the Department is contained in the FAQ on PPOD available on <https://www.education.ie/en/The-Department/Data-Protection/FAQ.html>

Contact Details

The Department of Education is the data controller for the processing of your data. If you have any queries in respect of this you may contact CAP_Helpdesk@education.gov.ie.

The Department's Data Protection Officer may be contacted by sending an e-mail to dpo@education.gov.ie or by post to Department of Education, Data Protection Unit, Athlone, Co. Westmeath, N37 X659.