



## RCSI ONLINE APPLICATION SYSTEM

### PRIVACY STATEMENT

RCSI respects and protects your right to privacy in relation to your interactions with the RCSI online applications system. We have adopted the following policy to safeguard your personal information and to protect its confidentiality. Any information which is provided by you via this system or otherwise will be treated in accordance with the terms of the Data Protection Acts 1988 and 2003 (the DPA) and/or such amending or replacement legislation as may be adopted in Ireland from time to time.

**Please ensure that you read this Privacy Statement before using the online application system. If you do not read, or if you disagree with any aspect of the Privacy Statement, you should not use the system. Your use of this system signifies your agreement to be bound by the terms of this Privacy Statement.**

Applicant details deemed necessary by RCSI to process and assess applications such as contact details, education and/or employment details, any required uploaded documentation associated with the application process, any administrative notes held regarding an applicant, any previous applications made by an applicant will be made available to appropriate RCSI staff, statutory, regulatory or other relevant external third party bodies.

Applicant information may be shared with statutory bodies for the purposes of compiling statistical data for statutory reporting. Applicant information may also be shared with relevant third parties that are involved in the applicant selection process.

#### **Collection and use of information**

When registering with RCSI's online application system, you will be asked to provide certain personal information, such as your *name, date of birth, nationality, home address, email address, telephone number etc.* Personal information which we collect from you will only be used to enable the assessment of your application, to correspond with you in relation to your application and on admission, if accepted, to correspond with you on an ongoing basis and for any other purposes as notified to you from time to time and will not be released to any third parties except to the extent as set out above.

If at any time after giving us this personal information, the information we hold about you becomes inaccurate or out of date, please notify us in writing and we will endeavour to remove or to rectify the information promptly.

We do not collect or keep your personal data unless it is necessary for the above purposes(s) or required by law. RCSI will not keep your data for any longer than is necessary for these purposes or as required by law.

#### **Use of technical information**

##### **Cookies**

Cookies are small data files that RCSI's online application system can use in order to recognise visitors who revisit the portal so as to facilitate their ongoing access to and use of the portal. Cookies are used by portals to store visitors' user settings and therefore most browsers are initially configured to accept cookies. Typically, cookies involve the assigning of a unique number to the visitor.

You should be aware that RCSI's online application system is unable to control the use of cookies or the resulting information by other third parties or parties hosting data for RCSI's online application system. One simple way to prevent the use of cookies is to activate the facility which is available in most web browsers that enables a user to deny or accept cookies. However, you should realise that certain cookies may be necessary in order to provide you with certain features such as the customised delivery of certain information.

### **Disclosure of personal information**

RCSI will not rent, sell or share your personal information with any third party except as described in this Privacy Statement or as otherwise agreed by you.

You acknowledge and agree that in certain circumstances we may need to disclose personal information relating to you to third parties, for example, a regulatory body may request information contained in an applicant's submission or a statutory body may request statistical information which may be informed by your personal information. In other instances we may be obliged to disclose your personal information in order to conform to any requirements of law or to comply with any legal process, as well as to protect and defend the rights of RCSI, and/or our users.

Where we ask you for sensitive personal data, as defined in the DPA, we will ask for your consent to use it for a specific purpose.

### **Links to third party portals/sites**

You should also be aware that where you link to or from another website from the RCSI online application system, RCSI has no control over that other site. Accordingly, RCSI cannot guarantee that the controller of that site will respect your privacy in the same manner as RCSI.

### **Access to your personal information**

You have the right to request a copy of the information which we hold about you (for which we may charge you a small statutory fee) and to have inaccuracies in the information corrected.

If at any time the personal information that we hold about you becomes out of date, you are free to notify us and we will remove or rectify the information within a reasonable time and in accordance with legislative requirements.

Please address your requests in writing to the Data Protection Officer, RCSI, 123 St Stephen's Green Dublin 2 or email [data.protection@rcsi.ie](mailto:data.protection@rcsi.ie). For further details on your data privacy rights, please refer to [dataprotection.ie](http://dataprotection.ie).

### **Disclaimer**

RCSI, ITS DIRECTORS, EMPLOYEES, SERVANTS AND AGENTS, PARTNERS AND CONTRIBUTORS, AFFILIATES OR OTHER REPRESENTATIVES AND THEIR RESPECTIVE PARENT AND SUBSIDIARY COMPANIES, SHALL NOT BE LIABLE IN RESPECT OF ANY CLAIMS, EMERGENCIES, DEMANDS, CAUSES OF ACTION, DAMAGES, LOSSES, EXPENSES, INCLUDING WITHOUT LIMITATION, REASONABLE LEGAL FEES AND COSTS OF PROCEEDINGS ARISING OUT OF OR IN CONNECTION WITH THE USE AND/OR DISSEMINATION OF PERSONAL INFORMATION RELATING TO YOU IN ACCORDANCE WITH THIS PRIVACY STATEMENT AND YOUR CONSENTS.

### **Amendments**

RCSI reserves the right in its sole discretion to amend this Privacy Statement at any time, and you should regularly check this Privacy Statement for any amendments. This statement should not be construed as a contractual undertaking.

### **Contact details**

If you have any questions about this Privacy Statement or your interactions with this portal, you may contact us: Telephone: 01 402 2273 Email: [data.protection@rcsi.ie](mailto:data.protection@rcsi.ie) Address: Data Protection Officer, RCSI, 123 St Stephen's Green, Dublin 2