Oifig an Stiúrthóra Seirbhísí Altranais & Cnáimhseachais | Office of Nursing & Midwifery Services Director

CCNME Consortium of Centres of Nursing and Midwifery Education

Policy on Data Protection, Usage and Management

Policy ☒ Procedure ☐ Protocol ☐ Guideline ☐

Office of the Nursing and Midwifery Services Director (ONMSD): Consortium of Centres of Nursing and Midwifery Education (CCNME)

Title of PPPG Development Group:	Consortium of Centres of Nursing and Midwifery Education (CCNME)
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Version	Date Approved	List section numbers changed	Author

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1.0 Purpose

The CCNME have an obligation to adhere to the principles of General Data Protection Regulation (GDPR), relevant Irish legislation, European Communities legislation and the Centres Data Controller/Organisations policies and procedures for the purpose of usage, management and protection of information and data.

2.0 Scope

This policy applies to:

Academic Council	Teaching, Learning & Assessment Committee	Blended Learning Committee	Programme Board, Board of Examiners, Programme Committees & CCNME Programme Teams	Quality Enhancement Committee	Learner	Appeals, Complaints, Academic Integrity & Disciplinary committees
✓	✓	✓	✓	✓	✓	✓

The following principles as set out in the Data Protection Act (2018) are applied to all information and data of learners undertaking QQI Levels 5-Level 8 programmes of education in the CCNME: -

1. Obtain and process the information fairly;
2. Keep data only for one or more specified, explicit and lawful purposes;
3. Process data only in ways compatible with the purposes for which it was provided initially;
4. Keep data safe and secure;
5. Keep data accurate, complete and up-to-date;
6. Ensure that data is adequate, relevant and not excessive;
7. Retain data for no longer than is necessary for the specified purpose or purposes; records should only be destroyed in a controlled way;
8. Learners can apply to the Centre to access the information on his/her personal data.

3.0 Policy Statement

The CCNME recognises its responsibility under the GDPR – It's Everyone's Responsibility (2018), QQI Data Protection Policy (2018) and the Data Protection Policy (2019) the right of learners whose information and personal data is obtained, retained, protected and disposed of by CCNME. The policy relates to both manual and automated data.

4.0 Roles and Responsibilities

	Academic Council	Teaching, Learning & Assessment Committee	Blended Learning Committee	Programme Board, Board of Examiners, Programme Committee & CCNME Programme Teams	Quality Enhancement Committee	Learner	Appeals, Complaints, Academic Integrity & Disciplinary committees
Responsible for Implementation	✓	✓	✓	✓	✓	✓	✓
Responsible for Monitoring & Review	✓	✓	✓	✓	✓		✓

4.1 Academic Council

4.1.1 Provide oversight and monitoring of all academic matters as it relates to Quality Qualifications Ireland (QQI) programmes of education.

4.2 Programme Board and Committees

4.2.1 Provide oversight, maintain and enhance the academic quality of QQI accredited programmes of education, including ongoing monitoring and review of programme provision, ensuring equitable learning opportunities are provided for learners in a supportive setting.

4.3 CCNME Programme Team

4.3.1 Manage the process of how information and data is obtained, retained, protected and disposed of for the purpose of QQI Certification and awards.

4.3.2 Work in compliance with GDPR and undertake HSELanD The Fundamentals of GDPR eLearning module and relevant training pertinent to Data protection and GDPR.

4.3.3 Are legally required under GDPR to ensure the security and confidentiality of all learner information and personal data they obtain and process whether electronic and/or paper based.

4.3.4 Control how data is processed within the CCNME.

4.3.5 Inform learners of the Privacy Notice for Learners contained within their programme handbook.

4.3.6 Inform learners of the personal data being obtained, who has access to the data, where and how the data is protected, how long the data is retained and how it is disposed of.

4.3.7 Have nominated authorised access to enter personal data and learner's results onto the QQI Business System (QBS).

4.3.8 Inform the learner of the process on how to access personal data using the Subject Access Request Form.

4.3.9 Inform the learner of the process on what happens if a data breach incident occurs.

4.3.10 Report any data breaches to the Deputy Data Protection Officer (DDPO).

4.3.11 Identify the Programme Coordinator/Administrator who will have access to learner's data and have authorised access to the QQI Business System (QBS) to enter learner personal data and learner's results.

4.3.12 Ensure that CCNME staff has access to and are familiar with all policies pertinent to Data protection and GDPR.

4.3.13 Ensure that all CCNME staff sign the Data Protection Undertaking contained at the back of 'GDPR is Everyone's Responsibility' (2018) and retain a copy of same on local HR files.

4.3.14 Implement the procedure as outlined in HSE Data Breach Process Guidance (2018) in the event of a possible data protection incident or breach (Appendix 1)

4.3.15 Monitor compliance with data protection policy.

4.3.16 Reports to Director of CCNME Programme Team any potential or identified risks to the security of personal data.

4.3.17 Reports immediately to Director of CCNME Programme Team if a data breach incident occurs and completes the data breach incident form (NIMS National Incident Report Form).

5.0 Document Control

Document Title	**Policy on Data Protection, Usage & Management**	
Author	Consortium of Centres of Nursing and Midwifery Education (CCNME)	
Version Control	Version	Date of Approval
	V.1.0	04/11/2022
Policy Review	November 2025	
Supporting Documentation	• *Copyright and Related Rights Act, 2000*. No. 28/2000 [online]. Available from: https://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html [accessed 31 January 2022]. • *Data Protection Act 2018*. No. 7/2018 [online]. Available from: https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html [accessed 31 January 2022]. • Data Protection Commission. *Data Protection Commission* [online]. Available from: https://www.dataprotection.ie/ [accessed 21 June 2022]. • European Association for Quality Assurance in Higher Education (ENQA). (2015). *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* [online]. Available from: https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf [accessed 23 January 2022].	

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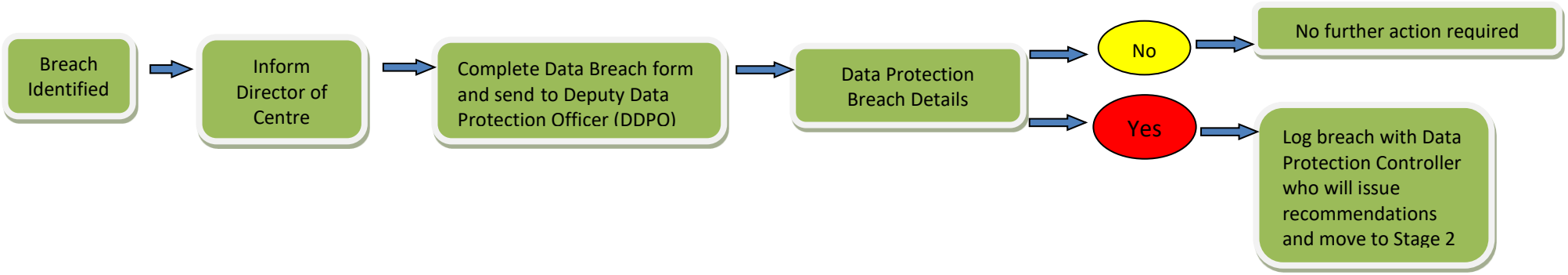
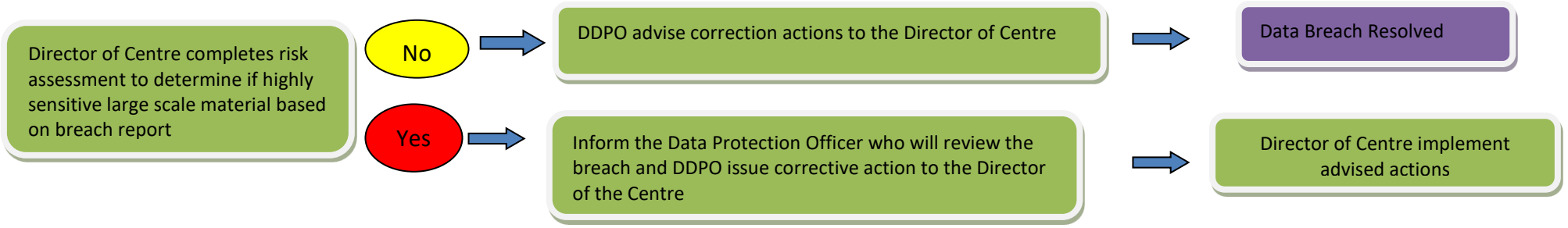
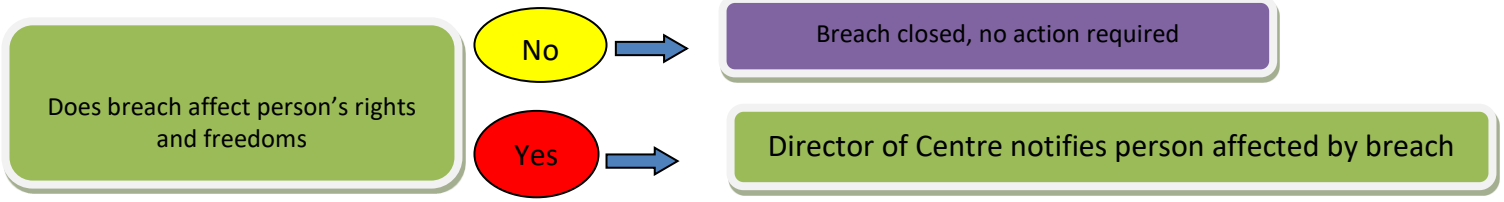
Related Policies & Procedures	• Procedure on Information and Data Protection, Usage and Management [PDF, 7 Pages] • Policy on Public Information and Communication [PDF, 3 Pages] • Procedure on Public Information and Communication [PDF, 3 Pages]
Related Resources	• Privacy Notice for Learners • Subject Access Request Form • National Incident Report Form • Data Breach/Incident Process Flow • Data Protection Subject Access Request (SAR) Application Form

Appendix 1: Data Breach Process Flow

Stage 1: Identify Breach/Incident - Within first 24 hours



Stage 2: Containment and Recovery 24-72 hours



Stage 3: Data Subject Notification 72 hours and more