Coláiste
Bhaile Chláir

gretb
Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

# CBC & GRETB SUPPORT FOR LEARNERS IN ACCESSING ICT DEVICE LOAN SCHEME

## Learner submission Form

***All*** *fields in section 1, 2 and 3 are mandatory. Failure to complete these sections will result in your submission not being considered under this scheme.*

| | | | |
|---|---|---|---|
| **1.** | **Personal Details** | | |
| 1.1 | Learners Full name | | |
| 1.2 | Home address – Address Line 1 | | |
| | Address Line 2 | | |
| | Town/City | | |
| | County | | |
| | Eircode | | |
| 1.3 | Parents Contact Contact email | | |
| 1.4 | Parents Contact phone number | | |
| **2.** | **Course Information** | | |
| 2.1 | School Name | Coláiste Bhaile Chláir | |
| 2.2 | Course name | Junior Cycle | |
| 2.3 | Course Start Date: Date of Entry 1st Year | | |
| 2.4 | Course Finish Date: Date at end of June 3rd Yr | | |
| **3.** | **Qualifying Criteria** – *tick yes/no or answer as appropriate* | **Yes** | **No** |
| 3.1 | Are you in receipt of a social Welfare payment or dependent upon an individual in receipt of a social welfare payment? | | |
| | If you answered yes to the above, what is the name of the payment? | | |
| 3.2 | Do you hold a medical card? | | |

| | | | |
|---|---|---|---|
| 3.3 | Are you from a single income household? | | |
| 3.4 | Are you currently in direct provision? | | |
| 3.5 | | | |
| 3.6 | | | |

| **4.** | **Other mitigating circumstances not covered previously** *(200 characters max)*<br>*For example:*<br>1. *Caring in the home but not applicable for DEASP payment*<br>2. *In work with low/no qualifications*<br>3. *Or disadvantaged difficult family circumstances not already mentioned* |
|---|---|
| | |

**I ____(Full Name Block Letters)__hereby confirm that the information provided herein is accurate, correct and complete and I consent to the processing of my personal and special category data by CBC. Please send this email to the school Principal amongey@cbcg.ie or post marked private and confidential to Alan Mongey, Coláiste Bhaile Chláir. Lakeview, Claregalway, Co. Galway**

**Signed: _____ (Parent Signature) Date: _____**

| **OFFICE USE ONLY** | | | |
|---|---|---|---|
| **Date application received:** | | | |
| **Received by:** | | | |
| **Evidence viewed for response in Section 1** | **Yes** | **No** | **N/A** |
| **Evidence viewed for response in Section3** | **Yes** | **No** | **N/A** |
| **Evidence viewed for response in Section 4** | **Yes** | **No** | **N/A** |

**Notes**:

1. Our school reserves the right to prioritise device distribution according to programme requirements and shortlisting may occur.
2. Where demand exceeds supply, a lottery system may be used to allocate available resources.
3. This is a **loan scheme** and you will need to agree to the following criteria prior to receiving a device;
   3.1. Adherence to CBC's & GRETB ICT usage policies
   3.2. That you will be required to sign CBC's learner loan agreement form
   3.3. That you will return the device upon CBC's request within 1 week of leaving programme.
4. You are responsible for creating backups of your own data from any CBC device you have been loaned.
5. Applicants may be requested to provide evidence of answers provided in sections 1-4 upon request.

## DATA PROTECTION

GRETB of An Coiléar Bán, Baile Átha an Rí, Co. Galway H65 AT8 is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for GRETB can be contacted at 091 874 548 or email data.protection@gretb.ie

The personal data supplied on this application form and further documentation sought to evidence the answers provided from sections 1-4, are required for the purpose of:

- Verification of identity and address
- Verification of socio-economic and/or ethnic minority status
- Centre administration

all of which are tasks carried out to enable GRETB to identify learners most in need of the ICT device loan scheme - limited by number of available devices.

Failure to provide the requested information may result in the application being deemed invalid and an offer of resources may not be made.

The personal data disclosed in this form may be communicated internally within GRETB for the purpose of determining the eligibility of the applicant to receive support in the form of an ICT device (most likely a laptop) and any subsequent ancillary services to ensure said ICT device is correctly functioning. Such processing of personal data is carried out pursuant to Article 6(1).(a) of the GDPR such that the data subject consents to the processing of his/her data. The processing of special category data is processed pursuant to Article 9(2).(a) of the GDPR such that the data subject has given explicit consent thereto.

The personal data provided in this Application Form will be kept for 21 days upon return of device to GRETB unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with GRETB's Data Retention Policy, which can be found at www.gretb.ie

A copy of the full GRETB Data Protection Policy is available at www.gretb.ie

Any person who provides personal data through this form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject, but this will only be acceded to where no legal exemption to such, as found in the Data Protection Act 2018, is applicable.

If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.