



INTERNATIONAL COLLEGE OF TECHNOLOGY
(ICOT)

PRIVACY POLICY

Prepared in accordance with the General Data Protection Regulation
(EU) 2016/679 and the Data Protection Act 2018 (Ireland)

Version	1.0
Last Updated	17 July 2026
Review Cycle	Reviewed annually
Contact	dpo@icot.ie

At a Glance

This Privacy Policy explains how the International College of Technology (ICOT) handles your personal information. In short:

KEY POINT — What You Should Know

The key points of this Policy are:

- ☐ We collect only the personal information we need to provide education and related services.
- ☐ We use your information lawfully, fairly and transparently under the GDPR.
- ☐ We never sell your personal data, and we only share it where necessary and lawful.
- ☐ You have clear rights over your data — including access, correction and erasure.
- ☐ You can contact our Data Protection Officer at any time at dpo@icot.ie.

The remainder of this document sets out each of these points in full.

PART I

Introduction and Governance

1. Introduction

International College of Technology (ICOT) (“ICOT”, “we”, “our”, or “us”) is committed to protecting and respecting your privacy.

This Privacy Policy explains how ICOT collects, uses, stores, shares and protects personal data relating to students, applicants, staff, contractors, education agents, employers, website visitors and other individuals who interact with the College.

ICOT recognises the importance of safeguarding personal information and is committed to processing personal data fairly, lawfully and transparently in accordance with:

- Regulation (EU) 2016/679 (General Data Protection Regulation — GDPR);
- The Data Protection Act 2018 (Ireland);
- The ePrivacy Regulations;
- Guidance issued by the Irish Data Protection Commission (DPC); and
- Any other applicable Irish or European data protection legislation.

Protecting your privacy is an integral part of how ICOT delivers education and related services. We continually review our practices to ensure that personal information is handled securely and responsibly.

2. Scope of this Privacy Policy

2.1 Individuals Covered

This Privacy Policy applies to all personal data processed by ICOT, including information relating to:

- Prospective students
- Applicants
- Current students
- Alumni
- Staff members
- Job applicants
- Contractors and consultants
- Education agents
- Employers
- Visitors to our campuses
- Website users
- Individuals who contact ICOT by telephone, email or social media

2.2 Means of Collection Covered

This Policy applies regardless of whether personal data is collected:

- through our website;
- during the admissions process;

- during enrolment;
- during study;
- through our student management systems;
- by email or telephone;
- through CCTV;
- during events;
- through marketing activities;
- through social media; or
- by any other lawful means.

3. Data Controller

For the purposes of the General Data Protection Regulation (GDPR), the Data Controller is:

Data Controller	Details
Legal Entity	International College of Technology (ICOT)
Registered Office	28 Westmoreland Street, Dublin 2, D02 EY73, Ireland
Telephone (Dublin)	+353 (0)1 515 8136
Telephone (Cork)	+353 (0)21 229 0167
Email	info@icot.ie
Website	https://www.icot.ie

ICOT determines the purposes and means by which personal data is processed and is therefore the Data Controller under GDPR.

4. Data Protection Officer

ICOT has appointed a Data Protection Officer (DPO) responsible for overseeing compliance with data protection legislation and advising the College on privacy matters.

Data Protection Officer	Details
Name	Shiam Rahman
Email	dpo@icot.ie

The Data Protection Officer can assist with:

- Subject Access Requests
- Requests to exercise GDPR rights
- Privacy concerns
- Personal data breaches
- Complaints relating to personal information
- Questions regarding this Privacy Policy

KEY POINT — Single Point of Contact

The DPO is the primary contact for all privacy-related matters. Individuals are encouraged to raise any concern with the DPO in the first instance so that it can be investigated and resolved promptly.

5. Definitions

For the purposes of this Privacy Policy, the following definitions apply.

5.1 Personal Data

Any information relating to an identified or identifiable natural person. Examples include:

- Name
- Date of birth
- Address
- Email address
- Telephone number
- Student ID
- Passport details
- Visa information
- IP address
- Photographs
- CCTV images

5.2 Special Category Data

Personal data requiring additional protection under GDPR, including:

- Health information
- Disability information
- Dietary requirements where health-related
- Biometric data (where applicable)
- Religious beliefs (where voluntarily disclosed)
- Racial or ethnic origin where required for equality monitoring

IMPORTANT — Additional Protection

ICOT only processes Special Category Data where permitted by law, including under Article 9 GDPR.

5.3 Processing

Any operation performed on personal data including:

- Collection
- Recording
- Organisation
- Storage
- Consultation
- Use
- Disclosure
- Transfer
- Restriction
- Erasure

- Destruction

5.4 Data Subject

Any living individual whose personal data is processed by ICOT.

5.5 Consent

A freely given, specific, informed and unambiguous indication of a person's wishes by which they agree to the processing of their personal data.

6. Our Privacy Principles

ICOT processes personal data in accordance with the seven principles of GDPR. We ensure that personal data is:

- Processed lawfully, fairly and transparently.
- Collected only for specified, explicit and legitimate purposes.
- Limited to what is necessary for those purposes.
- Accurate and kept up to date where required.
- Retained only for as long as necessary.
- Protected by appropriate technical and organisational security measures.
- Processed in a manner that demonstrates accountability and compliance.

KEY POINT — Foundation of Compliance

These principles underpin every activity involving personal information within ICOT.

PART II

The Personal Data We Process

7. Categories of Personal Data We Collect

Depending on your relationship with ICOT, we may collect and process the following categories of personal data.

7.1 Identity Information

Examples include:

- Full name
- Previous names
- Date of birth
- Gender
- Nationality
- Photograph
- Passport details
- Government-issued identification
- Student identification number

7.2 Contact Information

Including:

- Residential address
- Postal address
- Email address
- Telephone numbers
- Emergency contact details

7.3 Academic Information

Including:

- Previous educational qualifications
- English language proficiency
- Application documents
- Examination results
- Attendance records
- Academic progress
- Awards and certificates
- Graduation records

7.4 Immigration Information

Where required under Irish immigration law, ICOT may collect:

- Passport information
- Visa information
- IRP/GNIB details
- Attendance records
- Immigration correspondence
- Supporting documentation required by relevant authorities

7.5 Financial Information

Including:

- Payment records
- Tuition fee information
- Bank transfer details
- Refund records
- Scholarships or sponsorship information

IMPORTANT — Payment Card Security

ICOT does not store complete payment card details. Payments are securely processed by authorised third-party payment providers.

7.6 Technical Information

When you visit our website we may collect:

- IP address
- Browser type
- Device type
- Operating system
- Date and time of access
- Website usage information
- Security logs

7.7 Marketing Information

Where appropriate we may collect:

- Marketing preferences
- Event registrations
- Newsletter subscriptions
- Communication preferences

7.8 CCTV Images

ICOT operates CCTV systems at its campuses for:

- Security
- Crime prevention
- Protection of staff, students and visitors
- Investigation of incidents

- Protection of College property

NOTE — Related Document

Separate information regarding CCTV is provided in the ICOT CCTV Privacy Notice. See also Chapter 22 of this Policy.

8. How We Collect Personal Data

We collect personal information directly from you, automatically through our systems, and from authorised third parties.

8.1 Information Provided by You and Our Systems

This may include information provided through:

- Online application forms
- Student enrolment forms
- Website enquiry forms
- Telephone calls
- Email correspondence
- Social media enquiries
- Student support services
- Classroom activities
- Assessments
- Attendance systems
- Surveys
- Events
- Recruitment processes
- Employment applications
- CCTV systems

8.2 Information Received from Third Parties

We may also receive information from:

- Education agents
- Employers
- Previous educational institutions
- Awarding bodies
- Government departments
- Immigration authorities
- Professional advisers
- Public authorities where legally permitted

PART III

Lawful Basis and Use of Personal Data

9. Lawful Bases for Processing Personal Data

ICOT processes personal data only where there is a lawful basis under Article 6 GDPR. Depending on the circumstances, we rely on one or more of the following lawful bases.

9.1 Performance of a Contract

Processing necessary to:

- Process applications
- Manage enrolment
- Deliver educational programmes
- Assess academic performance
- Issue certificates
- Manage student services

9.2 Legal Obligation

Processing required to comply with legal obligations including:

- Irish education legislation
- Immigration requirements
- Revenue obligations
- QQI requirements
- Health and safety legislation
- Employment law
- Financial reporting obligations

9.3 Legitimate Interests

ICOT may process personal data where necessary for legitimate interests, including:

- Improving educational services
- Maintaining campus security
- Fraud prevention
- IT and network security
- Quality assurance
- Internal administration
- Governance and risk management

Where we rely on legitimate interests, we carefully balance those interests against your rights and freedoms.

9.4 Consent

We rely on consent where required by law, including for certain marketing communications, the use of optional cookies, photographs or videos used for promotional purposes, and other processing activities where consent is the appropriate lawful basis.

Where processing is based on consent, you may withdraw that consent at any time. Withdrawal of consent will not affect the lawfulness of processing carried out before the consent was withdrawn.

9.5 Vital Interests

In exceptional circumstances, ICOT may process personal data where necessary to protect the vital interests of an individual, such as in a medical emergency.

9.6 Public Interest

Where applicable, ICOT may process personal data where necessary for the performance of tasks carried out in the public interest or under official authority in accordance with applicable legislation.

10. How We Use Your Personal Data

ICOT processes personal data only where there is a lawful basis to do so and only for purposes that are compatible with those for which the information was originally collected. The way in which we use your personal information depends on your relationship with the College.

10.1 Student Administration

We use personal data to:

- Process applications for admission.
- Verify identity and eligibility for enrolment.
- Register students on programmes.
- Create and maintain student records.
- Allocate classes and timetables.
- Manage attendance records.
- Record academic progress and assessment outcomes.
- Issue transcripts, awards and certificates.
- Provide academic advice and learner support.
- Administer examinations and assessments.
- Facilitate graduation and alumni services.

Lawful Basis: Contract, Legal Obligation, Legitimate Interests.

10.2 Academic Quality and Compliance

ICOT processes personal information to:

- Monitor academic quality.
- Conduct internal audits.
- Meet accreditation requirements.
- Maintain academic integrity.

- Produce statistical reports.
- Support quality assurance activities.
- Meet the requirements of external awarding and regulatory bodies.

Lawful Basis: Legal Obligation and Legitimate Interests.

10.3 Immigration Compliance

Where applicable, ICOT processes personal data to comply with Irish immigration requirements and the obligations placed upon recognised education providers. This may include:

- Recording attendance.
- Verifying identity.
- Maintaining passport and visa records.
- Responding to lawful requests from immigration authorities.
- Reporting where required by legislation.

Lawful Basis: Legal Obligation.

10.4 Financial Administration

ICOT processes financial information to:

- Collect tuition fees.
- Process refunds.
- Issue invoices and receipts.
- Maintain accounting records.
- Prevent fraudulent transactions.
- Meet Revenue obligations.

Lawful Basis: Contract and Legal Obligation.

NOTE — Payment Processing

Payments may be processed using authorised third-party payment providers including Stripe, Revolut, Flywire, SumUp and banking institutions. ICOT does not retain complete payment card details.

10.5 Student Welfare and Support

Where appropriate, ICOT may process personal information relating to student welfare in order to:

- Provide learning support.
- Respond to wellbeing concerns.
- Arrange reasonable accommodations.
- Respond to emergencies.
- Provide disability support where requested.
- Protect the health, safety and wellbeing of students.

Lawful Basis: Legal Obligation, Vital Interests and Explicit Consent where applicable.

IMPORTANT — Special Category Data

Where Special Category Data is processed, ICOT will do so only where permitted by Article 9 GDPR.

10.6 Recruitment and Employment

For employees and job applicants, ICOT processes personal information to:

- Assess applications.
- Verify qualifications.
- Conduct interviews.
- Prepare employment contracts.
- Administer payroll.
- Manage pensions and taxation.
- Monitor training.
- Meet statutory employment obligations.
- Maintain personnel records.

Lawful Basis: Contract, Legal Obligation and Legitimate Interests.

10.7 Website Administration

When you visit our website, ICOT may process information to:

- Operate and maintain the website.
- Improve website functionality.
- Protect website security.
- Diagnose technical issues.
- Monitor performance.
- Prevent cyber-attacks.

Lawful Basis: Legitimate Interests and Consent.

Where required by law, non-essential cookies and similar technologies will only be used following your consent.

10.8 Marketing Communications

ICOT may use personal information to:

- Send newsletters.
- Promote courses.
- Advertise events.
- Invite individuals to open days.
- Share news and updates.
- Respond to enquiries.

Lawful Basis: Consent or Legitimate Interests where permitted.

Marketing communications will only be sent where permitted by applicable law. Individuals may unsubscribe at any time.

10.9 Photography and Promotional Material

ICOT may use photographs or videos for:

- College prospectuses.

- Website content.
- Social media.
- Promotional publications.
- Graduation materials.
- Marketing campaigns.

Lawful Basis: Consent where required.

Where consent is required, it will be obtained before images are used. Individuals may withdraw consent for future use where applicable.

10.10 Health and Safety

ICOT processes personal information in order to:

- Maintain campus safety.
- Respond to emergencies.
- Investigate incidents.
- Meet occupational health and safety obligations.
- Protect staff, students and visitors.

Lawful Basis: Legal Obligation and Legitimate Interests.

PART IV

Disclosure, Transfers and Security

11. Sharing Your Personal Data

ICOT treats personal information confidentially. We do not sell personal data to third parties. Personal information is only shared where necessary, lawful and proportionate.

Depending on your relationship with ICOT, information may be shared with the following categories of recipients.

11.1 Regulatory Authorities

Including:

- Quality and Qualifications Ireland (QQI)
- The Data Protection Commission
- Revenue Commissioners
- Irish immigration authorities
- Garda Síochána where legally required
- Other statutory bodies exercising lawful authority

11.2 Service Providers

ICOT uses trusted third-party providers to support its operations. These may include providers of:

- Student management systems
- Cloud services
- Email services
- IT support
- Payment processing
- Website hosting
- Document management
- Accounting services
- Audit services
- Legal services

KEY POINT — Data Processing Agreements

All service providers processing personal data on behalf of ICOT are required to enter into GDPR-compliant Data Processing Agreements where applicable.

11.3 Payment Providers

Payments may be processed through:

- Stripe
- Revolut
- Flywire

- SumUp
- Banking institutions

These providers act as independent controllers or processors depending upon the service provided. Users should also review the privacy notices published by those providers.

11.4 Education Partners

Where necessary, ICOT may share information with:

- Awarding bodies.
- Academic partners.
- Placement providers.
- Employers.
- External examiners.
- Accreditation organisations.

Only the minimum necessary information will be shared.

11.5 Professional Advisers

Where required, ICOT may disclose information to:

- Solicitors.
- Barristers.
- Auditors.
- Insurance providers.
- Accountants.
- Regulatory advisers.

Such disclosures occur only where legally justified.

11.6 Emergency Services

Where necessary to protect life or prevent serious harm, ICOT may share information with:

- Ambulance services.
- Hospitals.
- Medical professionals.
- Gardaí.
- Fire services.

12. International Transfers of Personal Data

ICOT primarily stores and processes personal data within Ireland and the European Economic Area (EEA).

Some service providers used by ICOT may transfer personal information outside the EEA. Where this occurs, ICOT ensures that appropriate safeguards are implemented in accordance with Chapter V of the GDPR.

These safeguards may include:

- European Commission Adequacy Decisions.

- Standard Contractual Clauses (SCCs).
- International Data Transfer Agreements where applicable.
- Additional technical and organisational security measures.

International transfers may occur in connection with cloud services, payment processing, communication platforms, website hosting, marketing services and social media platforms.

ICOT regularly reviews the safeguards implemented by its service providers to ensure continued compliance with applicable data protection legislation.

13. Protecting Your Personal Information

ICOT is committed to maintaining appropriate technical and organisational measures to safeguard personal data. These measures are regularly reviewed to address evolving security risks.

13.1 Technical Security

Technical controls include, where appropriate:

- Encryption of data in transit.
- Encryption of data at rest.
- Multi-factor authentication.
- Role-based access controls.
- Secure password policies.
- Anti-malware protection.
- Firewall protection.
- Network monitoring.
- Security patch management.
- Backup and disaster recovery procedures.
- Secure cloud infrastructure.
- Logging and monitoring of system activity.

13.2 Physical Security

Physical security measures include:

- Secure buildings.
- CCTV monitoring.
- Controlled access systems.
- Locked filing cabinets.
- Visitor management procedures.
- Secure disposal of confidential documents.
- Restricted access to server and storage areas.

13.3 Organisational Security

ICOT maintains organisational measures including:

- Confidentiality obligations for staff.
- GDPR training.

- Information security policies.
- Data breach procedures.
- Incident response plans.
- Data Protection Impact Assessments.
- Vendor due diligence.
- Regular policy reviews.
- Internal compliance monitoring.

14. Data Retention

ICOT retains personal information only for as long as necessary to fulfil the purposes for which it was collected, to comply with legal obligations and to protect legitimate interests.

When information is no longer required, it will be securely deleted, anonymised or destroyed.

14.1 Standard Retention Periods

Record Type	Typical Retention Period
Student academic records	7 years after completion
Student financial records	7 years
Attendance records	7 years
Immigration compliance records	7 years or as required by law
Examination records	7 years
Marketing enquiries	2 years or until consent is withdrawn
Website enquiries	2 years
Job applicant records (unsuccessful)	Up to 12 months unless longer retention is consented to
Staff personnel files	7 years after employment ends unless legislation requires longer
Payroll and taxation records	7 years
CCTV recordings	Normally up to 30 days unless required for investigation or legal proceedings
Health and safety incident records	As required under applicable legislation

Table 14.1 — Standard retention periods.

14.2 Extension of Retention Periods

Retention periods may be extended where required:

- by law;
- for legal proceedings;
- for regulatory investigations;
- for insurance purposes; or
- to establish, exercise or defend legal claims.

ICOT reviews its retention schedules periodically to ensure continued compliance with legal and regulatory requirements.

15. Automated Decision-Making and Profiling

ICOT does not make decisions that produce legal or similarly significant effects based solely on automated processing.

Where automated tools assist administrative processes, meaningful human oversight is maintained.

If this position changes in the future, ICOT will update this Privacy Policy and provide any additional information required by the GDPR.

PART V

Your Rights and How to Exercise Them

16. Your Rights Under Data Protection Law

ICOT is committed to ensuring that individuals can exercise their rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Subject to certain legal conditions and exemptions, you have the following rights in relation to your personal data.

KEY POINT — Summary of Your Rights

You have the following rights, each explained in the sections below:

- ☐ Right to be Informed
- ☐ Right of Access
- ☐ Right to Rectification
- ☐ Right to Erasure (“Right to be Forgotten”)
- ☐ Right to Restrict Processing
- ☐ Right to Data Portability
- ☐ Right to Object
- ☐ Right to Withdraw Consent
- ☐ Rights relating to Automated Decision-Making

16.1 Right to be Informed

You have the right to be informed about:

- what personal data ICOT collects;
- why we collect it;
- how it is used;
- who it may be shared with;
- how long it is retained; and
- your rights regarding your personal information.

This Privacy Policy is one of the ways in which ICOT fulfils this obligation.

16.2 Right of Access

You have the right to request confirmation as to whether ICOT processes your personal data and, where this is the case, to obtain a copy of that information. This is commonly known as a Subject Access Request (SAR).

ICOT will normally respond within one calendar month of receiving a valid request.

Where requests are particularly complex or numerous, this period may be extended by up to two additional months in accordance with Article 12 GDPR. If an extension is necessary, ICOT will inform you within the initial one-month period.

16.3 Right to Rectification

You have the right to request correction of inaccurate or incomplete personal information held by ICOT. Where appropriate, supporting evidence may be requested before records are amended.

16.4 Right to Erasure (“Right to be Forgotten”)

You may request the deletion of your personal information where:

- the data is no longer required;
- consent has been withdrawn;
- you successfully object to processing;
- the information has been processed unlawfully; or
- erasure is required by law.

IMPORTANT — This Right Is Not Absolute

ICOT may be required to retain certain information to comply with legal, regulatory, financial or contractual obligations.

16.5 Right to Restrict Processing

You may request that ICOT temporarily restrict processing of your personal data where:

- you dispute its accuracy;
- processing is unlawful but you oppose deletion;
- ICOT no longer requires the information but you require it for legal claims; or
- you have objected to processing while your objection is being considered.

16.6 Right to Data Portability

Where processing is based upon consent or contract and carried out by automated means, you may request a copy of your personal data in a structured, commonly used and machine-readable format.

Where technically feasible, you may also request that the information be transferred directly to another organisation.

16.7 Right to Object

You may object to the processing of your personal data where processing is based upon legitimate interests or public interest.

ICOT will carefully consider every objection and will cease processing unless compelling legitimate grounds exist or processing is required for legal claims or legal obligations.

You also have the right to object at any time to the use of your personal information for direct marketing purposes.

16.8 Right to Withdraw Consent

Where ICOT relies on your consent as the lawful basis for processing, you may withdraw that consent at any time. Withdrawal of consent does not affect the lawfulness of processing carried out before consent was withdrawn.

16.9 Rights Relating to Automated Decision-Making

ICOT does not make decisions based solely on automated processing that produce legal or similarly significant effects. If this position changes in the future, ICOT will update this Privacy Policy accordingly.

17. Exercising Your Rights

Requests relating to your personal information should be submitted to the Data Protection Officer.

To protect personal information, ICOT may request proof of identity before responding.

There is generally no fee for exercising your GDPR rights. However, ICOT reserves the right to charge a reasonable administrative fee or refuse a request where it is manifestly unfounded, excessive or repetitive, as permitted by Article 12 GDPR.

CHECKLIST — Before Submitting a Request

The following checklist will help ICOT respond promptly:

- ☐ Identify which right(s) you wish to exercise (see Chapter 16).
- ☐ Describe the personal data or processing your request relates to.
- ☐ Include enough detail to allow ICOT to locate the relevant records.
- ☐ Be prepared to provide proof of identity if requested.
- ☐ Send your request to the Data Protection Officer at dpo@icot.ie.

Contact for Requests	Details
Role	Data Protection Officer
Name	Shiam Rahman
Email	dpo@icot.ie

PART VI

Website, CCTV and Additional Processing

18. Cookies and Similar Technologies

ICOT uses cookies and similar technologies to improve the performance, security and functionality of its website. Cookies are small text files placed on your device when you visit a website.

They help us:

- operate our website;
- remember your preferences;
- improve website performance;
- understand how visitors use our website;
- maintain website security.

18.1 Types of Cookies

ICOT may use the following categories of cookies.

18.1.1 *Strictly Necessary Cookies*

These cookies are essential for the operation and security of the website and cannot normally be disabled. Examples include:

- session management;
- security authentication;
- load balancing;
- website functionality.

18.1.2 *Functional Cookies*

These cookies improve your browsing experience by remembering preferences such as language settings or accessibility choices.

18.1.3 *Analytics Cookies*

Subject to your consent where required, analytics cookies help ICOT understand:

- website traffic;
- visitor behaviour;
- page performance;
- website improvements.

18.1.4 *Marketing Cookies*

Subject to your consent, marketing cookies may be used to measure advertising effectiveness and deliver relevant content through platforms such as:

- Google Ads;
- Facebook;

- Instagram;
- LinkedIn;
- TikTok.

18.2 Cookie Consent

Where required by applicable law, ICOT will obtain your consent before placing non-essential cookies on your device.

You may change or withdraw your cookie preferences at any time through the website's cookie management tools once implemented. You can also manage cookies through your browser settings.

NOTE — Related Document

Additional information is available in the ICOT Cookie Policy.

19. Social Media

ICOT maintains official social media accounts to communicate with students, applicants and the wider community. These currently include platforms such as:

- Facebook
- Instagram
- LinkedIn
- TikTok

Interactions with ICOT through social media are also subject to the privacy policies of the relevant platform providers. ICOT is not responsible for the privacy practices of third-party social media platforms.

20. CCTV

ICOT operates CCTV systems at its campuses to:

- protect staff, students and visitors;
- prevent and detect crime;
- safeguard College property;
- investigate incidents;
- promote health and safety.

CCTV recordings are accessed only by authorised personnel and only where necessary.

Images may be disclosed to An Garda Síochána, insurers, legal advisers or other competent authorities where required by law or where necessary for the prevention, detection or investigation of crime.

IMPORTANT — CCTV Retention

Unless required for investigation or legal proceedings, CCTV footage is normally retained for up to 30 days before being securely overwritten.

NOTE — Related Document

Further information is available in the ICOT CCTV Privacy Notice.

21. Third-Party Websites

The ICOT website may contain links to external websites operated by third parties. ICOT is not responsible for the privacy practices, security or content of those websites.

Users should review the privacy policies of any external websites before providing personal information.

PART VII

Breaches, Complaints and Contact

22. Data Breaches

ICOT maintains procedures for identifying, investigating and responding to personal data breaches.

IMPORTANT — 72-Hour Notification

Where a breach is likely to result in a risk to the rights and freedoms of individuals, ICOT will notify the Data Protection Commission without undue delay and, where feasible, within 72 hours of becoming aware of the breach.

Where a breach is likely to result in a high risk to affected individuals, ICOT will notify those individuals unless an exemption applies under the GDPR.

23. Complaints

If you have concerns regarding the way ICOT processes your personal information, we encourage you to contact the Data Protection Officer in the first instance so that we may investigate and resolve your concerns.

If you remain dissatisfied, you have the right to lodge a complaint with the Irish Data Protection Commission.

Data Protection Commission	Details
Address	21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland
Telephone	+353 (0)57 868 4800
Website	https://www.dataprotection.ie
Email	info@dataprotection.ie

24. Contact Details

For any questions regarding this Privacy Policy or the processing of your personal information, please contact:

Contact	Details
Data Controller	International College of Technology (ICOT)
Address	28 Westmoreland Street, Dublin 2, D02 EY73
Website	https://www.icot.ie
General Enquiries	info@icot.ie
Telephone (Dublin)	+353 (0)1 515 8136
Telephone (Cork)	+353 (0)21 229 0167
Data Protection Officer	Shiam Rahman — dpo@icot.ie

25. Changes to this Privacy Policy

ICOT may amend this Privacy Policy from time to time to reflect changes in legislation, regulatory guidance, technology, business operations or data processing activities.

The most recent version will always be published on the ICOT website.

Where changes are significant, ICOT will take reasonable steps to notify affected individuals where appropriate.

End of Document

ICOT Privacy Policy — Version 1.0 — Last updated 17 July 2026