



# Dundalk Chamber Skillnet

## Trainee Privacy Notice

Dundalk Chamber Skillnet is co-funded by Skillnet Ireland and network companies. Skillnet Ireland is funded from the National Training Fund through the Department of Further and Higher Education, Research, Innovation and Science.



An Roinn Breisoideachais agus Ardoideachais,  
Taighde, Nualaochta agus Eolaíochta  
Department of Further and Higher Education,  
Research, Innovation and Science



Co-funded by  
the European Union

## 1. Introduction

- 1.1 Dundalk Chamber Skillnet is part of Dundalk Chamber of Commerce and we fund and facilitate training that is relevant to specific regional and member company needs.
- 1.2 This Privacy Notice should be considered as an addendum to the Dundalk Chamber of Commerce privacy notice [Privacy Policy - Dundalk Chamber Of Commerce](#)
- 1.3 While the Dundalk Chamber of Commerce privacy notice outlines what personal data it collects and processes, this privacy notice focuses upon the data processing required to deliver the services and functions of Dundalk Chamber Skillnet through our training programmes.
- 1.4 Our Data Protection Officer's (DPO) contact details are as follows: Telephone 042 9336343; Email [john@dataprotectionservice.ie](mailto:john@dataprotectionservice.ie) ; Post: Partnership Court, Park Street, Dundalk, Co. Louth, A91 V2K

## 2. Relationship with Dundalk Chamber Skillnet and Skillnet Ireland

- 2.1 Dundalk Chamber Skillnet is co-funded by Skillnet Ireland and network companies. Skillnet Ireland is funded from the National Training Fund through the Department of Further and Higher Education Research, Innovation and Science. We are also co-funded by the European Union through ESF+.
- 2.2 Skillnet Ireland is mandated by the Department of Education and Skills to monitor and evaluate training programmes provided by Dundalk Chamber Skillnet and to ensure that funds are being used appropriately.
- 2.3 Skillnet Ireland is the data controller for the collection, processing, and protection of your personal data in connection with the ESF+ (European Social Fund +) programmes; data in relation to the delivery of the Skillnet training programmes, including the Trainee Profile Form and Reaction to Learning Form.
- 2.4 Dundalk Chamber Skillnet is a data processor and will process your personal data for the purpose of enrolling you in an ESF+ Course or other training courses.

## 3. Links to Skillnet Ireland

- 3.1 The following link is to Skillnet Ireland Privacy Notice <https://www.skillnetireland.ie/privacy-policy>
- 3.2 The following link is to Skillnet Trainee Data Privacy Notice [https://www.skillnetireland.ie/images/uploads/general/SI\\_TraineePS\\_240425.pdf](https://www.skillnetireland.ie/images/uploads/general/SI_TraineePS_240425.pdf)
- 3.3 The Skillnet ESF+ specific privacy notice is available on the Skillnet Ireland website.

## 4. What personal data does Dundalk Chamber Skillnet collect and why?

- 4.1 "Personal data" means any information relating to an identified or identifiable natural person. Personal data can be factual (for example, a name, address or age range) or it can be an opinion about that person, their actions and behaviour.
- 4.2 We set out in the table at Schedule 1 of this policy a description of the personal data that we collect in connection with our services and functions, why we are collecting this data, our legal basis for processing this data and the length of time for which we retain your data. (The table is referred to below as our "Processing Description".)
- 4.3 We process the personal data for the purposes set out in our Processing Description or as

required by law.

- 4.4 We collect this information from you through our Trainee Profile Form and Reaction to Learning Form which will be completed in hard copy or electronically.
- 4.5 Trainees are asked to complete the Trainee Profile Form where you are asked to share certain personal details about your background. You are asked to complete the “Reaction to Learning From” when you have completed your training with us.

## 5. Lawful basis for processing personal data

- 5.1 The Lawful basis of processing is set out in the Skillnet Ireland Privacy notices.

## 6. Security of your personal data

- 6.1 Dundalk Chamber Skillnet takes appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
- 6.2 Dundalk Chamber Skillnet has procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction.
- 6.3 Skillnet Ireland operates and manages a bespoke database ‘Sonrai’ to store your personal data. This is a cloudbased solution and information is hosted in a North European Data Centre. ‘Sonrai’ uses the Microsoft Azure platform to securely store our data. The file server is backed up to the cloud and backups are located in a datacentre in Slough, UK. All data uses AES-256-bit encryption.
- 6.4 Skillnet Ireland maintain data security by protecting the confidentiality, integrity and availability of the personal data
- 6.5 Additional security details are set out in the Skillnet Ireland Privacy notices.

## 7. Transfers outside the EEA

- 7.1 Transfer details are set out in the Skillnet Ireland Privacy notices

## 8. How long will we keep your personal data?

- 8.1 In Schedule 1 we have set out in the Processing Description the length of time for which we will keep your personal data. After this time your personal data is permanently deleted from our records.

## 9. Will we share your personal data with anyone else?

- 9.1 Dundalk Chamber Skillnet and Skillnet Ireland may disclose individuals’ information to trusted third parties for the purposes set out and explained in this document. We require all third parties to have appropriate technical and operational security measures in place to protect your personal data, in line with Irish and EU laws on data protection.
- 9.2 **In particular, Dundalk Chamber Skillnet will share your data, with course providers such as Dundalk Institute of Technology & Professional Development, to enroll you into ESF+ funded courses.**

9.3 Your personal data may also be shared with Skillnet Ireland third parties for the purposes outlined in Schedule 1.

9.4 We may pass your details to another agency but only if it is required by law, pursuant to our statutory functions, or if that agency is relevant to your enquiry.

## 10. Your data protection rights

10.1 Data Protection rights are set out in Dundalk Chamber of Commerce's Privacy Notice and in Skillnet Ireland Privacy notice.

## 11. Requests by data subjects to exercise their rights

11.1 Dundalk Chamber of Commerce have appointed a DPO to monitor compliance with our data protection obligations and with this policy and our related policies. If you have any questions about this policy or about our data protection compliance, please contact the DPO (detailed provided earlier).

11.2 As Skillnet Ireland is the Data Controller, data subjects should make requests for personal data directly to Skillnet Ireland DPO: Name: Jennifer Walsh; Telephone: +353 87 167 9255; Email: [dpo@skillnetireland.ie](mailto:dpo@skillnetireland.ie); Post: 5th Floor, Q House, Furze Road, Sandyford, Dublin 18, D18 E268

## Changes to the Privacy Notice

Our Privacy Notice may change from time to time and any changes to the Statement will be posted on this page. This Privacy Notice was revised in April 2025.

## Schedule 1 – Processing Description

What Personal Data we Take	Purpose of Processing	Legal Basis for Processing	Retention Period
First name & Surname Contact details (phone number and email address)	To contact you following completion of your training programme to carry out compliance, monitoring or evaluation activities.	Legitimate Interests	Electronically only, no longer than 3 years from the end of the calendar year preceding the completion of your training programme.

Gender Age Range NFQ Level Achieved Employment Status and details relating to this	For aggregated evaluation of the quality and impact of training. For aggregated and statistical reporting to the Department of Education and Skills. For aggregated and statistical reporting in the Skillnet Ireland Annual Report and other publications.	Legitimate interests	Electronically only, no longer than 3 years from the end of the calendar year preceding the completion of your training programme.
First name Contact details Email Address	Marketing: To send you updates and information from Skillnet Ireland on the services and achievements of Skillnet Ireland and our Skillnet Networks	Consent	You can unsubscribe from our email list at any time using the 'unsubscribe' option in the footer of correspondence received from us.