



## **Data Privacy Notice**

This Data Privacy Notice relates to the below form:

Form: Language Services Contact Us Form

Website URL: <https://dculs.dcu.ie/contact-us/>

### **Introduction**

DCU and DCU Language Services are committed to ensuring that any personal data collected from you will be held and used securely, responsibly and transparently. Please read on for further information about the purpose of this form.

### **Data Controller Identity**

In collecting the information required by this form, the overall data controller is DCU. However, the information will be processed and held by DCU Language Services.

### **Reason for Obtaining and/or Processing Data**

The reason for which we have obtained your data is for the purpose of responding to your enquiry relating to translations, assessments or other services.

### **Third Party Data Sharing**

We do not share your data with third-parties. Should you agree to a given quote for services and decide to proceed to payment, we will then share your document(s) with one of our qualified, third-party contractors to complete said work.

### **Right to Access**

As the Data Subject in this instance, we would like for you to know that you have the right to access your personal data that is collected by DCU. The contact details for exercising this right is the DCU Data Protection Unit ([data.protection@dcu.ie](mailto:data.protection@dcu.ie)). Should you have any questions relating to your data, please feel free to contact the office.

### **Other Information**

N/A

### **Consent**

By ticking the consent box (on the connected website form) alongside this Data Privacy Notice, you agree with the personal data you have given to be processed as explained in the preceding text.