

## ScholarLee Data Privacy Statement

At ScholarLee, we take your privacy seriously. It is important that you know exactly what we do with personal information that you and others provide to us, why we gather it and what it means to you. Please take time to read this notice carefully. If you have any questions about how we use your information, please contact us.

This statement explains the most important aspects of how we use your information and what rights you have in relation to your personal information.

### 1. Who we are

Throughout this document, “we”, “us”, “our” and “ours’ refer to MIDEAM Ltd trading as ScholarLee. Your information is held by The Data Protection Officer and members of ScholarLee.

### 2. The information we collect about you

Information we hold may include, but is not limited to,:

- Data to identify you, including your contact information; first and last name, preferred name, email address, postal address, contact telephone number, and other similar contact data
- Demographic data including; your age, gender, and nationality
- Medical data provided by you if you feel it is pertinent to your booking with us
- Closed-Circuit Television CCTV images at our accommodation
- Key system data: If the property you occupy has smart card access technology (RFID), we will collect data about when you enter/leave the building, communal areas, your flat and/or your bedroom.
- Financial data about any transactions you make with us including; payment details to process payments and refunds online and via our receptions
- Data for Sepa DD collections including all mandate information on our Sepa Software. The paper mandates will be stored safely for the life of the mandate and for 13 months after the last debit.
- Third Party Relationships including; data about your relationships with third parties such as educational establishments, emergency contacts, nominated consents, and prospective/current roommates.
- Content including, content that we have provided, or received from you. This content may be in the form of an email, instant-message, web-query form, Skype or any other applicable form of communication.
- Data from third parties; educational establishments, agents
- Website data: We will collect data about the pages, the order, the times and duration of pages visited. We will also collect data about the location of the web user, an IP address, platform, device, and browser details.



ScholarLee gives you choices about the data we collect, and when asked to provide personal data, you may decline. However, please note that if you choose not to provide the personal data that ScholarLee requires to enter into a contract with you, you will not be able to take up residence in any of the properties that we manage.

Depending on how you interact with ScholarLee, the data we collect may vary and can include the following:

### **3. When we collect your information**

We collect information: (i) you give us; (ii) information from your use of our products, services or our website; (iii) information provided to us by third parties.

### **4. How we use your information**

We use, and share, your data where:

- you have agreed or explicitly consented to the using of your data in a specific way (you may withdraw your consent at any time);
- use is necessary in relation to a service or a contract that you have entered or because you have asked for something to be done so you can enter into a contract with us.
- use is necessary in relation to the provision of security and out of hours lock out access by an accredited third party security provider (you may withdraw your consent at any time and not have access to this service)
- use is necessary for the statutory registration of the accommodation contract with Residential Tenancies Board
- use is necessary with University College Cork if you are a registered student with University College Cork

### **5. Implications of not providing your data**

If you do not provide information we may not be able to:

- provide requested products or services to you;
- to continue to provide and/or renew existing products or services
- assess suitability; and

We will tell you when we ask for information which is not a contractual requirement or is not needed to comply with our legal obligations.

### **6. How we keep your information secure**

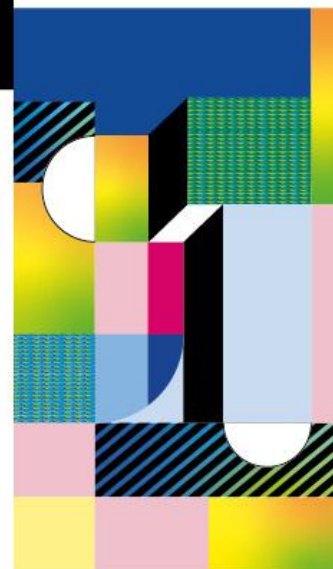
We have developed internal measures to ensure personal information is processed on an “as needed basis”. We endeavour to have in place appropriate technical and organisational measures to protect your information.

We have put in place procedures to deal with any suspected personal data breach and we will notify you and any applicable regulator of a breach where we are legally required to do so.

### **7. How long we keep your personal information for**

It is our aim to only hold your data for as long as this is necessary.

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, and to comply with any legal, accounting, or reporting requirements.





By law we have to keep basic information about our customers including Contact, Identity, Financial, Contractual and Transaction Data for six years after they cease being customers for tax purposes.

In some circumstances you can ask us to delete your data:

### **8. How to exercise your information rights including the right to object**

You have the right, without undue delay, to:

- Find out if we use your information, access your information and receive copies of your information.
- have inaccurate/incomplete information corrected and updated.
- object to particular use of your personal data for our legitimate business interests or direct marketing purposes.
- in certain circumstances, to have your information deleted or our use of your data restricted.
- to withdraw consent at any time where processing is based on consent.

#### Contact Details

If you would like to contact us with any queries or comments in relation to your personal data, please either:

- (a) Send an email to [info@scholarlee.ie](mailto:info@scholarlee.ie)
- (b) Call our Reception +353 21 2414460

Unfortunately, the transmission of information by means of the internet, including through email, is not secure. Although we do and will continue to do our best to protect your personal data, we cannot guarantee the security of our databases and your data transmitted to or from us by means of email and any such transmission is at your own risk.

---