

Hibernia College Quality Framework

Procedure for Change of Personal Details



HIBERNIA
COLLEGE

1 Introduction

1.1 Purpose and Parent Policy

This procedure supports Hibernia College's commitment to ensuring that student and alumni records are retained in accordance with the Data Protection Acts 1988 – 2018 (the "Acts") and the General Data Protection Regulation ("GDPR").

The Parent Policy is the Policy for Personal Data and Records.

1.2 Responsibilities

a. Student and Alumni Responsibilities

- i. The student or alumnus is responsible for notifying the College of any required changes to their personal details.
- ii. The student is responsible for completing the appropriate application, available in the resources section of the Hibernia College Quality Framework and submitting any required evidence to support their application.

b. Staff Responsibilities

- i. The Records and Data Manager is responsible for processing applications for changes in personal details of students and alumni.
- ii. All staff, faculty and adjunct faculty are responsible for directing any requests for changes in personal details to the Records and Data Manager.
- iii. All staff, faculty and adjunct faculty are responsible for proper treatment of students' special category data.

2 Procedure

2.1 Procedure for Change of Personal Details

a. Notifying the College of a Change in Personal Details

- i. Students and alumni should inform the College of a change in their personal details and advise the College of any inaccuracies in their records as soon as they are aware a change is required.
- ii. Applications are made by completing the [Application for Change of Personal Details](#) and submitting it to the Records and Data Office via e-mail at rdo@hiberniacollege.net.

b. Application

- i. The application must be accompanied by official photographic identification e.g. Passport or Driver's Licence.
- ii. Where changes to name or gender are requested, an official legal document e.g. marriage license or a statutory declaration, confirming the change, should be provided.
- iii. All requests must include:
 - A summary of personal details as currently registered with the College;

- An outline of the requested change e.g. changes to surname or address;
- The specific details required to make the change e.g. updated name, new address as it should now be recorded;
- A summary of the evidence relevant to the application.

c. Timing of an application

- Students and alumni are advised to notify the College of any changes required to their personal details as soon as possible to ensure all official documentation is produced accurately e.g. names printed on parchments.

d. Processing and communication

- All applications are normally processed by the Records and Data Manager within 10 working days of receipt of an application.
- The Records and Data Manager will notify the student or alumnus on completion of processing to confirm that their details have been updated.

3 Document Control

Document Title	Procedure for Change of Personal Details		
Author	QA Officer		
Version	1.0	Adoption Date	15/09/2020
Expected Review Date	Three years from adoption date		
Related Policies	Policy for Personal Data and Records		
Related Procedures			
Related Resources	Application for Change of Student Personal Details		