

## Register of Processing Activities

Information collected	Processed Item
<b>Data categories</b>	Name Surname Role (principal, counsellor, parent representative) School email School address Source (e.g., Ministry of Education directory, school website, TYhub.ie) Last update Updated by
<b>Purpose of processing</b>	To inform schools about STEM events, workshops, and opportunities for senior cycle students.
<b>Legal basis</b>	Article 6(1)(e) or 6(1)(f) Regulation (EU) 2016/679 of the European Parliament and of the Council: public interest in education / legitimate interest in outreach.
<b>Retention period</b>	Typically, 12–24 months, with annual review. Expected time to removal from the list in case of opt-out.
<b>Access controls</b>	Only designated HEI staff + authorised student volunteers (if you choose to involve them).
<b>Opt-out mechanism</b>	“Click on the ‘Unsubscribe’ button to be removed from our mailing list.” “Reply ‘unsubscribe’ to this message to be removed from our mailing list.”
<b>Data processing and security measures</b>	Software used for data management Password protected spreadsheet or CRM-protected spreadsheet or CRM Restricted access No sharing with third parties