



## Appendix 5 Interview Record Form

### SETU Carlow Garda Vetting Interview Form

Name of student: \_\_\_\_\_

GCVU Ref No: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Reason for interview:

As per attached Garda Vetting Disclosure Response dated \_\_\_\_\_

In attendance at interview:

NVB Authorised Signatory for SETU Carlow: \_\_\_\_\_

Head of Department/Faculty/Campus: \_\_\_\_\_

Student: \_\_\_\_\_

### Stage 1 Instructions:

The meeting with the student is chaired by the NVB Authorised Signatory for SETU Carlow. The student shall be briefed by the Chairperson on the SETU Carlow Vetting Policy & Procedures with the reason for this interview being outlined to the student. The student is then invited to make a statement which shall be recorded below by the Review Panel.

### Statement of Student:

South East Technological University Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the University's Privacy notice is available on the University's website (<https://www.itcarlow.ie/resources/data-protection.htm>). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the University's Data Protection Oversight Group (e-mail: [gdpr@itcarlow.ie](mailto:gdpr@itcarlow.ie))

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Stage 2 Instructions:**

Both SETU Carlow representatives may then ask the student questions as necessary

Question from Review Panel:

Student Response:

Question from Review Panel:

Student Response:

Question from Review Panel:

Student Response:

Question from Review Panel:

Student Response:

**Stage 3: Instruction:**

The statement from the student, together with the Q&A session are analysed by the Review Panel where a recommendation shall be made in accordance with the guidelines outlined in Stage 6 of the SETU Carlow Garda Vetting Policy & Procedures.

**Result of Analysis:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

**Date result of review passed to student:** \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
GCVU Authorised Signatory for SETU Carlow

**Signed:**

\_\_\_\_\_  
Head of Dept/Faculty/Campus

**Date:** \_\_\_\_\_