

Re: Personal Data of Students – 18 years of age or older

Dear Parents

As you may be aware, new data protection legislation has been introduced across the EU which changes the rules on how organisations process personal data. Our Data Protection Policies have been reviewed to reflect this new legislation and copies of these policies are available at: www.cork.etb.ie/about-us/policies/. Arising from this review, we have identified some changes that need to be made to our data processing systems. One of these involves how we process the personal data of students who have reached the age of 18 years.

Up until now, the school has always communicated with parents/guardians in relation to all of its students, regardless of their age. The current position is that the school's legal basis for such communications ceases when the student reaches the age of 18 years. This means that we can no longer share any of your son's/daughter's personal data with you, once they turn 18. In law, these students are adults and we are required to treat them as such when processing their personal data.

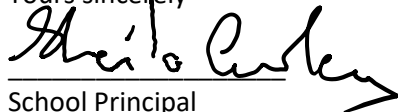
In effect, this means that once a student reaches the age of 18, we are legally obliged to deal directly **only** with him/her, in relation to his/her personal data. This includes communications regarding educational progress/reports, school attendance, behavioural issues, etc. This is the default position which we are required to adopt, **unless and until the student consents, formally and in writing, to the sharing of this information with you or with another third party.**

In order to manage this new situation, we will supply all students of 18 years or more with a *Data Protection Student Consent Form*, on which, if they so wish, they can provide their consent, to the sharing of their personal data with you or any third-party nominee. A copy of this form is attached for your information. Completed forms should be submitted to the school office **by the student. If a student does not avail of this option, the school cannot disclose any of his/her personal data to you or to anyone else.**

We understand and appreciate that this is a significant change to the relationship which has existed between you and the school to date and that it may be a cause of concern to you. Please be assured that we will work with you and with your adult student to manage the new relationship as positively as possible. I'm sure you will understand that the school has no discretion in this matter as we are obliged to comply with all legislation.

If you have any queries, please do not hesitate to contact me.

Yours sincerely


School Principal



Over 18 Student Consent Form re. Sharing of Personal Data

I, _____ student at St Aidan's CC, aged 18 years or older, hereby request and give consent to St Aidan's CC to provide the **adult** person(s) nominated below with my personal data, on the same or similar basis as was communicated prior to my reaching 18 years of age.

For the purpose of this request, please inform your nominee(s) of your decision to nominate them and obtain from them the information required below. Please also have your nominee(s) sign this request.

Name of Nominee(s):

(a)	(b)

The methods by which I wish my nominee(s) to be contacted are (please tick as appropriate):

- Access to VS Ware
- Ordinary Post
- Email
- Text Message
- Telephone Call

If you selected ordinary post, please provide the address(es) of Nominee(s):

(a)	(b)

If you selected email, please provide the email address(es) of Nominee(s):

(a)	(b)

**If you selected text message/phonecall, please provide the Nominee'(s')
Contact Number(s):**

(a)	(b)

I _____ acknowledge and agree that I have made this request to share my personal data of my own free will and volition and was not coerced to do so, nor was I under duress at the time of signing this nomination form, and that I have chosen to make this request voluntarily and knowingly.

Signed _____ : _____
Date: _____
(Student / data subject)

I _____ acknowledge this request and hereby consent to the nomination such that I will receive from the school personal data regarding the data subject. I give this consent voluntarily and knowingly.

Signed _____ : _____
Date: _____
(Nominee 1)

I _____ acknowledge this request and hereby consent to the nomination such that I will receive from the school personal data regarding the data subject. I give this consent voluntarily and knowingly.

Signed _____ : _____
Date: _____
(Nominee 2)

Completed forms must be returned to the school office by the Student giving consent for the sharing of their personal data with their nominees.



As an adult student who has opted not to consent to share data with your parents/guardians, you are requested to provide the school with the following contact details:

Name: _____

Address: _____

Tel: _____

e-mail: _____

Next of kin details (for use in case of emergency only):

Name: _____

Relationship to you: _____

Tel: _____

Signed: _____

Date: _____