# COLÁISTE MHUIRE

**Buttevant,**

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## Co. Cork.

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28th August, 2020

**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/](http://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.

Until recent years, 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.

Also, if, up until now, you have had access to your 18+ year-old son’s/daughter’s online records in the school’s student administration system (VSware), it has been necessary for us to suspend this access, pending receipt of the completed Consent Form referred to above, authorising us to share this personal data with you.

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

\_*Donal O Sullivan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

School Principal