



GLANMIRE COMMUNITY COLLEGE

COLÁISTE POBAIL GHLEANN MAGHAIR

GLANMIRE, CO. CORK, T45 W965

Tel. 021 4822377 Fax. 021 4822690 Email: gmirecol@glanmirecc.ie

Roll no. 76064 F

Template Letter to Over-18 Students re Data Protection Laws

6 September, 2019

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

Dear Student

Up until now, the school has always communicated with parents/guardians in relation to all of its students, regardless of their age. As you may be aware, last year new data protection legislation has been introduced across the EU which governs how organisations process personal data. 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 the school can no longer share any of your personal data with your parents/guardians, once you turn 18. In law, you are an adult and we are required to treat you as such when processing your personal data.

In effect, this means that while you are a student in this school, we are legally obliged to deal directly with you only, in relation to your 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 you, formally and in writing, provide your explicit consent to the sharing of this information with your parent(s) or with another third-party adult.

If you wish for us to share your personal data with your parent(s) (or another nominated adult), as we have done before you reached the age of 18, you should complete the attached *Data Protection Consent Form*, providing the necessary consent. You should submit your completed form to the school office. If you choose not to avail of this option, the school cannot disclose any of your personal data to anyone but you.

If, up until now, your parents/guardians have had access to your 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 them.

We understand and appreciate that this is a significant change to the relationship between you and the school to date. Please be assured that we will work with you to facilitate whatever choice you make in relation to the sharing of your personal data from now on.

Please note that all students must return either Section A or Section B by Monday 9th September.

Yours sincerely

R. McCarthy
Principal