

Section B – Non Sharing of Data

This section is to be completed by students who **opt not to share their personal data.**

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

Name: _____

Address: _____

Telephone: _____ E-mail: _____

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

Name: _____

Telephone: _____

Attendance Procedures for Students over 18 who opt not to share data

- Students who have not consented to share access to their personal data must provide a note (written by the adult student) on their return to school explaining the reason for their absence.
- If arriving late for school, adult students who have not consented to share access to their personal data, should present a note providing an explanation for the late arrival, and sign in in accordance with the school's procedures.
- In such cases, the student may be required to report to the Principal or Deputy Principal.
- The school may seek evidence of absence, e.g. doctor's note.
- Adult students who have not consented to share access to their personal data and who wish to leave school during the day must bring a signed and dated note to the Principal/Deputy Principal which explains the reason for the impending absence.
- The Principal/ Deputy Principal will sign the note, and the student will then present the signed note at reception when signing out.
- In the event of the Principal and Deputy Principals being unavailable, the student may report to his/her Year Head.
- To avoid disruption to teaching and learning, students may not leave to sign out during classes.

Glanmire Community College is a Cork Education and Training Board (Cork ETB) school. Copies of our Data Protection policies can be accessed at: www.cork.etb.ie/about-us/policies/. Your data will be processed in accordance with the Cork ETB's Data Protection Policy

Signed: _____ Date: _____