

Adult Student Contact Form

I, _____ student at Dunshaughlin Community College, aged 18 years or older, hereby state that the information provided on this form is correct and recognise that where I refuse to give such information to the school, the school will be unable to contact me otherwise than via my contact information already held by the school, *e.g.* school email address, home address *etc.*

I understand that, as a result of the completion of this form, the school, which previously communicated with my parent / guardian, will now communicate with me using SMS text message, email and/or ordinary post, depending on the nature and purpose of the communication, in line with school policy, *e.g.* text messages for notifications, email for correspondence *etc.*

I understand that my parent(s)/guardian(s) cannot attend Parent Teacher Meetings on my behalf.

I also understand that my parent(s)/guardian(s) will no longer have access to my profile on ePortal or Way2Pay, which means that I will be accountable for the making of payments *etc.* to the school, for which payments I am now legally responsible.

(Please note that your next-of-kin information previously provided to the school will still be used where it is in your vital interests, *e.g.* a medical emergency or where the school is concerned for your safety *etc.*)

First Name:															
Surname:															
Date of Birth:	Day					Month					Year				
Mobile phone no.:															
Landline tel. no.:															
Email address:															
Postal Address:															
Eircode:															

Signed: _____ Date: _____
(Student / Data Subject)

Data Protection Notice

The processing of the personal data supplied on this Adult Student Contact Form is required to enable the school to comply with section 9(g) of the Education Act 1998. The personal data disclosed in this Contact Form may be communicated internally within the school for the purpose of contacting the student. Such personal data will be kept for the duration of any statutory obligation on the part of the school and for the purposes set out in section 70(1) of the Data Protection Act 2018, in line with LMETB's Data Retention Policy, which can be found at www.lmetb.ie.

A copy of the full LMETB Data Protection Policy is available at <https://dunshaughlincc.ie/>. Any person who provides personal data through this Contact Form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where the school does not have a legal basis for retaining it. If you as a data subject have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.