

ETB Student Enrolment Form & Data Protection Statement

<School/Centre contact details>

Date

Note: The information provided on this form is confidential and will be retained, used and disclosed by DDLETB in line with the DDLETB's Data Protection Policy in place, a copy of which is included at Appendix C.

Part 1 Family Details *(Required for school/centre enrolment and parental contact purposes and to ensure that the applicant meets [Insert School/Centre Name]'s admissions criteria)*

1. Child's First Name/s		2. Child's Last Name											
3. Male/Female		4. Date of Birth (attach copy of birth cert)											
		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">--</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">--</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table>		D	D	--	M	M	--	Y	Y	Y	Y
D	D	--	M	M	--	Y	Y	Y	Y				
5. No. of children in family		6. Position of child in family											
7. Country of Birth													
8. Home Address		9. Childs PPS No.											
		<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											

Part 1. <u>Parent/Guardian Details</u>	2. <u>Parent/Guardian Details</u>
First Name	First Name
Last Name	Last Name
Maiden Name (Mother)	
Relationship to Child	Relationship to Child
Address	Address

Phone No. (Home)	Phone No. (Home)
Phone No. (Work)	Phone No. (Work)
Phone No. (Mobile)	Phone No. (Mobile)
Email Address	Email Address

Other Emergency Name and Contact Number

Name _____ Phone No. _____

Relationship to Child _____

If there are any orders or other arrangements in place governing access to or custody of the child, please provide details.

Please indicate name and address of person (s) to whom correspondence is to be sent regarding educational progress of the student, if different from above.

Does the student have any brothers or sisters in this school/centre?

Yes No

If yes please indicate names and the year they are currently in

Name _____ *Year* _____

Name _____ *Year* _____

Name _____ *Year* _____

Part 2 Primary School Details (Note: We may contact the school in connection with your child's enrolment)

Name of Primary School _____

Other Primary School attended and dates (if relevant) _____

Consent

I/we give permission to contact my child's primary school and to obtain copies of teachers' records, class notes, academic records, psychological reports and other records necessary for my child's educational welfare and for aiding his/her transition to post-primary. I hereby give the school my consent and do instruct and direct that my child's primary school to release these documents to <insert name of ETB school/centre>

Signed _____
(Parent/Guardian)

Date _____

Part 3 Educational Details

(Required for the assessment of individual educational needs)

Please note

Irish is a compulsory subject for all students. Exemptions are only granted in *exceptional* cases.

In general, any student who is granted an exemption will either:

a) Be a non-national

Or

b) Have a psychological assessment recommending exemption. This assessment will have been carried out within the last 3 years. The school/centre will require a copy of this report before any exemption is granted

Or

c) Student lived outside Ireland until 11 years of age

Is the student currently studying Irish? Yes No

If you answered no, please indicate the reason (a, b or c above)

Has the student a psychological assessment? Yes No

Is the psychological report available? Yes No

(If yes please attach copy to Application Form)

Has the student been granted resource teaching hours and/or special needs assistance hours by the NCSE? Yes No

If you answered yes, please give details:

Category of special need _____

Has the student been in receipt of learning support? Yes No

If the answer is yes, please give details _____

Has the student received EAL (*English as an Additional Language*) support?

Yes No

If Yes, for how many years? _____

If student is a non-national, please state how many years he/she has been resident in Ireland

To assist the school in completing its October Returns, please complete the "Consent Form for Sensitive Personal Data for the School's October Return to the Department of Education and Skills" set out at Appendix A.

Completed? Yes

Part 4 Medical Details

(Required to ensure the school/centre has your doctor's contact details in order to contact that doctor in the event of a medical issue arising during school/centre/ETB activities. Please note it may be necessary to disclose this information to staff in certain circumstances)

1) Health concerns for child.

2) Procedures to follow (for a particular illness).

3) Doctor's name (if contact is required in relation to the above health concern/illness or other medical issue) _____

4) Name of practice (if relevant) _____

5) Phone number (Doctor/Practice) _____

6) Does the child require glasses? Yes No

7) Does the child have any hearing difficulties? Yes No

8) Any other medical concerns/information of relevance?

Part 5 (Data Protection)

A copy of the Data Protection Policy in place in *DDLETB* is set out at Appendix C. This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by *DDLETB* will apply during the student's time at *DDLETB*.)

Personal Data on this Form:

DDLETB is a data controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school/centre
- determining a student's eligibility for additional learning supports and transportation
- examinations
- school/centre administration
- child welfare (including medical welfare)
- and to fulfil our other legal obligations including the election of parent/guardian representatives to the ETB under the Education and Training Boards Act, 2013.

School/Centre Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- sports days
- parent teacher meetings
- school/centre concerts/events
- to notify you of school/centre closure (e.g. where there are adverse weather conditions),
- to notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school/centre
- to communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

- | | |
|--|--------------------------|
| Use your email address to alert you to these issues? | <input type="checkbox"/> |
| Use your mobile phone number to send you SMS texts to alert you to these issues? | <input type="checkbox"/> |
| Use your mobile phone/landline number to call you to alert you to these issues? | <input type="checkbox"/> |

Please note: *DDLETB* reserves the right to contact you in the case of an emergency relating to your child, regardless of whether you have given your consent.

School/Centre sending you direct marketing

We would like to send you emails/SMS text messages or call you or write to you at your home address to inform you of special offers or promotions by certain third parties involved in the supply of school/centre stationery and school/centre uniform supplies etc. (e.g. [disclose name of organisation/company]).

Do you give your consent for us to do each of the following:

Tick box if "yes" you agree with these uses

- Use your email address to alert you to these offers?
- Use your mobile phone number to send you SMS texts in relation to these offers?
- Use your mobile phone/landline number to call you in relation to these offers?
- Use your address to send you written letters/brochures in relation to these offers?

While the information provided will generally be treated as private to <Name of school/centre/ETB>, and will be collected and used in compliance with the Data Protection Acts 1988 and 2003, from time to time it may be necessary for us to transfer your personal data to other bodies (including the Department of Education & Skills, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service, or (where the student is transferring) to another school/centre). We rely on parents/guardians and students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your/your child's personal data you should write to the school/centre principal/manager requesting an Access Request Form.

Data Protection Policy

A copy of the full Data Protection Policy is enclosed in this enrolment pack and you and your child should read it carefully. When you apply for enrolment, you will be asked to sign that you consent to your data /your child's data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school/centre. Where the student is over 18 years old, they will be asked to sign their consent to this.

Photographs and Digital Images of Students

The school/centre maintains a database of photographs and digital images (including video) of school/centre events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school/centre. Photographs/digital images may be published on our school/centre website or in brochures, yearbooks, newsletters, local and national newspapers and similar school/centre-related productions. In the case of website photographs/digital images, student names will not appear on the website as a caption to the picture. If you or your child wish to have his/her photograph/digital image removed from the school/centre website, brochure, yearbooks, newsletters etc. at any time, you should write to the school/centre principal/manager.

Consent (tick one only)

1. If you are happy to have your child's photograph/digital image taken as part of school/centre activities and included in all such records tick here
2. If you would prefer not to have your child's photograph/digital image taken and included in such records, please tick here
3. If you are happy for your child's photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your child appear on the school/centre website, in school/centre brochures, yearbooks, newsletters etc. please tick here.

Signed: _____
Parent/Guardian/Student (where over 18)

Date: _____

Part 6 (Contract)

Student

Name: _____

As a student in <Insert Name of school/centre>, I promise to abide by the rules and regulations of the school/centre, in the interests of maintaining a positive learning environment.

I have read and I accept the School/Centre Code of Behaviour.

Student's signature: _____ Date: _____

Parent/Guardian (Contract and Consent)

In registering my above named child as a student in <Insert Name of school/centre>, I understand that this implies a full acceptance of the rules of the school/centre as laid down from time to time by the board of management.

I will provide copies of recent psychological or other professional educational assessments to the school/centre.

I understand that, while every effort will be made to ensure that my son/daughter will be facilitated in his/her subject choices, this may not always be possible.

As a partner in the education of my child, I recognise the need for me to do my utmost to support the work of the school/centre.

By signing below, I am giving full, explicit, and informed consent for <Insert Name of school/centre> to confirm, retain, use and disclose the information I have provided in accordance with the Dublin & Dún Laoghaire ETB's Data Protection Policy which has been given to me with this enrolment pack.

Signed _____
(Parent/Guardian)

Date _____

Appendix A

NOTE: PARENTS OF STUDENTS WHO REQUIRE SCHOOL TRANSPORT ARE REMINDED TO COMPLETE AND RETURN A SCHOOL TRANSPORT FORM.

Consent Form for Sensitive Personal Data for the School's October Returns to the Department of Education and Skills

Certain sensitive personal data which the Department asks post-primary schools to furnish via the "Annual Post-Primary School October Returns/Examination Entries" process requires your written consent for your child's school to record this information and for the school to forward this information to the Department for purposes as outlined in circular 0047/2010, a copy which is available at www.education.ie or on request from your child's school. **This information is useful to aid in the development of policy to promote social inclusion and for the provision of additional teaching hours for children who are members of the Traveller Community. You are not obliged to provide this information.**

Please note that the reference to "you" in this consent form means a parent or a guardian of a student or a student aged 18 years and over who is attending a recognised post-primary school.

Please enter the following details in BLOCK CAPITALS:

Name of School: _____

Name of Parent/Guardian: _____

Name of Student: _____

Class year of student: _____

1. Where your child is enrolling for 1st Year do you or your child possess a medical card? (please CIRCLE the appropriate answer)

YES NO

2. Is your child a member of the Traveller Community *? (please CIRCLE the appropriate answer)

YES NO

** "Traveller Community" means the community of people who are commonly called Travellers and who are identified (both by themselves and others) as people with a shared history, culture and traditions including, historically, a nomadic way of life on the island of Ireland. Section 2(1) of the Equal Status Act, 2000*

Signed: _____
Parent/Guardian

Date: _____
Parent/Guardian

Please complete this form, if you so choose, and return to your post-primary school. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or from the Office of the Data Protection Commissioner.

Appendix B

Fair Processing Notice re processing of student data under Dept. of Education & Skills Circular Letter 0047/2010.

<http://www.education.ie/en/Advanced-Search/?q=47/2010&t=all&f=cir>

A copy of this Circular Letter is available in the school should any parent wish to view it.

Notice to Parents, Guardians and Students aged 18 years and over, on how the personal data of students enrolled at this post-primary school as at 30th September is returned to the Department of Education and Skills, to primarily secure teaching posts and core funding; and how these data are processed fairly and in compliance with the Data Protection Acts 1988 to 2003.

Introduction

For the Department of Education and Skills to be able to allocate teaching staff and core funding to this post-primary school to meet your child's educational needs, the Department must collect individual and personal data on each student enrolled in each recognised post-primary school, at 30th September each year.

This notice sets out the details of the personal data being collected, its purpose, what other bodies these data are shared with and why; how the Department securely stores these data and the Department's retention of these data.

Purposes of Collecting Individual Student Data

Teaching posts and core funding are allocated to post-primary schools by the Department of Education and Skills each year, based on the number of *recognised* students enrolled in each post-primary school, as at 30th September in the previous year.

The Department has detailed in ***The Rules and Programme for Secondary Schools*** the criteria for a *recognised student in post-primary schools*. While the full set of rules is available on the Department's website, www.education.ie, examples include:

- a student meeting the minimum age requirement for their course and that they are following an approved course, e.g. Junior Certificate, and
- given that Irish is a compulsory subject for all post primary students, those students not studying Irish must have been granted an exemption from Irish by the school authorities, in accordance with criteria for granting such exemptions.

Hence, for each post-primary school to have the appropriate levels of teaching posts and core funding to meet your child's educational needs, each post-primary school is required to transfer individualised data on each student enrolled in our school to the Department, as part of what is commonly referred to as the school's October Returns. Much of these data the school would have to assist its management of the school but some data schools collect specifically for the purpose of making this return.

The core funding allocated to schools includes provision of English language support to those students with limited or no knowledge of English and additional resources to meet the educational needs of children who are members of the Traveller Community.

The Department has to meet many national and international statistical, policy and research requirements. The Department does not use individual data from these returns for these functions. However the Department aggregates the individual data for these purposes as well as assisting its wider planning functions.

How is the October Return made and where and how is the data stored?

Post primary schools return their data electronically through the secure *esinet* network system. The data received by the Department from post primary schools through the October Returns is stored by the Department in its secure database, called the Post Primary Pupil Database. It is Departmental policy that only a small number of staff who have a requirement to view these personal data for work purposes can gain access to these data.

Upon receipt, the Principal Officer, Parents, Learners and Database Section of Schools Division becomes the data controller for these data. The Department of Education and Skills is committed to

- abiding by the Data Protection Acts 1988 to 2003,
- respecting people's rights to confidentiality and for privacy and
- keeping up-to-date all data about recognised students stored on its database.

What personal data is collected?

A list of the specific data collected on each student and the purpose for which each item is collected is attached for your information.

What Bodies Does the Department Share Some of the Individual Data With?

As it is necessary to return individualised data to the Department, the Department uses each student's Personal Public Service Number as a unique identifier. As part of validating that each student returned by post-primary schools is a *recognised* student, the Department transfers a limited amount of each individual student's personal data to the Department of Social Protection. This includes each child's PPS number. The legal basis for this sharing of data is set out in Social Welfare Acts.

Sharing a limited amount of the personal data with the Department of Social Protection is also important to:

- identify students that have similar details. For example, a student can only be enrolled in one school as at 30th September
- in cases where a child's PPSN number is not available, their individual identity can be determined from the student personal data together with her/his mother's maiden name
- identify the movement of students between schools over their time within the education system, while allowing their course data from different schools to be accessed for recognition purposes.

Hence, a student's PPS number provided through the October Returns is to provide a unique identifier for each student and as part of validating that each student is a *recognised* student.

The Department does share some of the personal data with other State bodies. These are:

- data on students enrolled in exam years with the State Examinations Commission to assist its planning for state examinations
- Central Statistics Office, under the Statistics Acts to assist with the compilation of national statistics and
- data on 15 years old students, excluding their PPS number to the Educational Research Centre to meet its research requirements, which include some of Ireland's international research requirements. This Centre subsequently liaises with post primary schools in respect of further data it may require on individual students to assist their research requirements.

The Department has a data user agreement with each of these bodies, which includes the purpose for which the body requires these data, its storage, security and retention. Details of existing data user agreements are available on the Department's website at www.education.ie (and search for October Returns).

Retention of student data

The Department retains personal data on each student up to their 25th birthday and subject to review thereafter. Since 1991, the Department has retained all individual data on students returned by post-primary schools via their October Returns. The purpose of this retention policy serves to trace student retention, is important for research and policy formation as well as being an important statistical indicator nationally and internationally. Again aggregate and not individual data is used for these purposes.

Individual records are also retained to meet individual requests from former students who may require it for employment or other purposes. The Post-Primary Pupil Database is currently the only national archive of student enrolment at post-primary schools.

The Department is continually reviewing its retention policy for student data in consultation with the Office of the Data Protection Commissioner and will update its retention policy from time to time. Any amendments will be available on the Department's website, www.education.ie

Accessing Personal Information

As part of the fair processing of these data for the October Returns by and between post primary schools and the Department of Education and Skills, post-primary schools seek consent from parents or guardians of children under 18 years and directly from students over 18 years of age.

This notice informs parents and students of the data collected through the October Returns and its uses. No written consent is required except in the case of what is termed *sensitive personal data*. In the case of the October Returns the Data Protection Commissioner's Office has advised that two data fields fall under this category, namely 1st Year students' medical card eligibility and membership of any student of the Traveller Community.

Post-primary school authorities are required to gain written consent from the relevant parents/guardians and students before returning individualised data on these two data fields. If either of these data fields applies to your child or if you are an enrolled student and aged over 18 years and these data fields applies to you, you are asked to complete the attached form and return it to your post primary school, before 30th September. This form will be retained by the post-primary school and will be made available for inspection by authorised officers of the Department or of the Office of the Data Protection Commissioner.

The Department of Education and Skills is committed to respecting the privacy and confidentiality of all parents and guardians and their children’s personal data and has taken all reasonable measures to do so.

Information which the Department stores on you or your child on its Post-Primary Pupil Database is available to you. If you would like a copy of these details, please write to the:

Parents Learners and Database Section
 Schools Division
 Cornamaddy
 Athlone
 Co. Westmeath.

You have the right to object to the processing of your or your child’s personal data, to block certain uses of the data and also, in the unlikely event that you identify any errors in the data held about you or your child, you have the right to correct such errors.

Further information on the October Returns is available on the Department’s website at www.education.ie (and search for October Returns).

Personal data returned by schools to the Department of Education and Skills, as part of their October Returns, and which the Department of Education and Skills shares with the Department of Social Protection, is returned to solely assist the Department of Education and Skills, policy, planning and statistical functions.

Personal Data Transferred to Department of Social Protection

Data Collected on each student	Purpose
Personal Public Sector Number – PPSN collected for first time in 2001/02	Unique identifier for each student.
Student Name	Used to validate PPSN and also to identify students who have Irish exemptions or studied Computer Studies. Also used to contact students if consent is needed to include them in educational surveys etc.
Student Home Address	
Date of Birth	There are minimum age thresholds for students following different programmes.
Gender	Statistical analysis and to assist with individual student identity.
Mother’s maiden name	PPSN validation. This is removed from the Department’s records when confirmation of valid PPSN is received.

Other Personal Data Returned by Schools to the Department of Education and Skills necessary to identify a student as a recognised student, in accordance with the Rules and Programme for Secondary Schools.

Data Collected on each student	Purpose
Previous school details	Used for statistical analysis and to ensure progression within the educational system is in accordance with the Rules and Programme for Secondary Schools.
Programme – Junior, Leaving, PLC etc.	Used to establish if a student is following prescribed programmes as per Rules and Programme for Secondary Schools. For exam year students it is shared with the State Examinations Commission to assist its preparation and organisation of State Examinations.
Subjects	
Subject Level	
Subject being taken through Irish	
Application for English language support (first sought in 2009/10)	Additional resources are provided to schools which have children in need of English language support

Data Collected on each Student	Purpose
Application for Traveller Support (first sought in 2009/10)	Additional teaching hours are provided for children who are members of the Traveller community. Written consent is required by school authorities before they can include this in their returns to the Department.
Exemption from studying Irish	Irish is compulsory unless a student has obtained an exemption
Whether student is a boarder	Necessary for school funding considerations
Whether student is repeating Leaving Certificate	Necessary for school funding considerations and the collection of Repeat Leaving Certificate fee
School Roll No.	Student must be enrolled in a school
Ab initio indicator	Leaving Cert student may be doing a modern language at Junior Cert
Dispersed VTOS	Identified if student is following a course in this mode

Personal Data returned by Post Primary Schools to the Department to Assist with the Department’s Policy, Statistical, Research and Planning Functions only.

Data Collected on each student	Purpose
Country of birth from 2009/10 onwards, in earlier years country of origin	Used solely for statistical analysis
Medical Card Indicator – first sought in 2009/10	To aid the development of policy to promote social inclusion. Written consent is required by school/centre authorities before they can include this in their returns to the Department.
Reason for Irish exemption	Statistical analysis
Educational attainment	PLC students only for statistical analysis and development of educational policy in area of Further Education.
Date of leaving school	Early school leavers only for retention policy and statistical analysis
Reason for leaving	For statistical and research purposes.

Schools also identify students by reference to being an exam entrant. This data assists the transfer of data on these students only to the State Examinations Commission, to assist its planning of state examinations.

Appendix C

ETB Data Protection Policy

<Insert Name of school>

[School/ETB to attach the Data Protection Policy as an appendix to the Enrolment Form]