



Office Use Only:

Baptismal Cert Received: Y / N

School Report Received: Y / N

Application Fee: Y/N

Catholic University School

89 Lower Leeson Street

Dublin 2

01 7756800

Email: office@cus.ie

Website: www.cus.ie

Principal: Mr Clive Martin

Deputy Principal: Ms Patricia Roberts-Byrne

Catholic University School is a private, Catholic boy's school. Fr. Colin, the founder of the Society of Mary, described the work of education as a formation of heart, mind, character and virtue. The philosophy of the school addresses the challenge of forming our pupils into young men who display courtesy and sensitivity to all and who can act with integrity and a sense of responsibility.

As educators, we in CUS recognise our responsibility to develop the full potential of the boys, something that will be different for each and every one of them, and to foster excellence in everything we do and everything we ask of the boys.

In this regard we are also conscious that the school is more than an academic institution. CUS as a school strives to evoke in our students a gratitude for what they have received that will in turn impel them to be generous towards those in society who have been less fortunate. Our aim is to educate them to recognise and accept their responsibility in playing their part to create a more just and Christian society.

Application for 2nd – 5th Year

Should you wish to apply for your son to commence in CUS please complete the required details.

Please ensure that you have enclosed:

1. ***Baptismal Certificate (if applicable)***
2. ***Your son's most recent school report***
3. ***Application fee of €60***

APPLICANT DETAILS:

DATE OF APPLICATION: _____

Surname: _____

Forename: _____

Date of Birth: _____

PPS No: _____

Address:

Telephone No: (home): _____

Email Address: _____

Mother's Name: _____

Contact No: _____

Father's Name: _____

Contact No: _____

Present School:

Name of Principal: _____ Contact No: _____

Intended Year of Entry: _____ Intended Year Group: -----

Brothers who have attended / are attending CUS:

Relatives who have attended / are attending CUS:

Why are you considering CUS:

Thank you for your application.

CLIVE MARTIN
Principal

Consent for Photographs

The school maintains a database of photographs from school events held over the years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs and the student's names may be published on our school website, app, on social media or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions.

Consent is requested from each parent and should the parent wish to have his/her child's photograph removed from the school website, brochure, yearbooks, newsletters etc. at any time, we will duly comply on receipt of a written request to the school principal.

I consent

Name

Block Letters

Date

Application for Enrolment Form Privacy Notice (effective 25th May 2018)

Who is collecting the data

Catholic University School
89 Leeson Street Lower, Dublin 2, D02 KC81.
T: 01 775 6800 | E: office@cus.ie

This Privacy Notice governs the manner in which Catholic University School collects, uses, maintains and discloses information collected using School Forms.

Personal Data

We collect personal identification information from students & prospective students in a variety of ways in connection with the delivery of education at our school. We will collect personal identification information from data subjects only if they voluntarily submit such information to us:

Student's Data (Lawful Basis: Public Interest, Consent, Legal Obligation):

- Name; Surname; Date of Birth; PPS Number; Address; Nationality; Birth Certificate; Medical Conditions; Programme Subjects & Courses Exemptions; Medium of learning Irish/English; Psychometric Testing Results (where applicable); Religion; Psychological Assessment Results (where applicable); Book Rental Scheme; Transportation Scheme;
- Parent / Guardian Name; Phone Number; Home address; Mobile Number; Emergency Contact Person & No., Email, Mothers Maiden Name; Family Members (current / past); Medical Card;
- Name, Address & Tel. No. of GP, Previous Educational History.
- Photos with classmates, tours, matches, awards etc.
- CCTV Images.
- Classroom based assessments and exam results;
- State Examination Results;

How we use collected information

We use your personal data for purposes including:

- your application for enrolment;
- to provide you with appropriate education and support;
- to monitor your academic progress;
- to care for your health and well-being;
- to care for our staff and students;
- to process grant applications, fees and scholarships;
- to coordinate, evaluate, fund and organise educational programmes;
- to comply with our legal obligations as an education body;
- to comply with our monitoring and reporting obligations to Government bodies;
- to process appeals, resolve disputes, and defend litigation etc.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information.

How long do we keep your personal information?

We keep your personal information for a length of time as per our Retention Policy i.e. For students, this generally means we will retain data for up to 7 years after a student has left the school. After this time, your data will be destroyed by confidential shredding our deletion from our school's database. In certain circumstances we may retain your data longer, these circumstances and the retention period are outlined in Catholic University School Data Protection Policy which is available to you on request.

Sharing your personal information

We do not sell or trade personal identification information to others. We may share your data with the State Examinations Commission, the Department of Education and Skills, NCSE, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, etc) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc). We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations.

Your rights

You have a number of rights in relation to your personal information. These rights include the right to:

- request information regarding the personal data that we hold about you and the source(s) of that information. You can request a copy of any personal data we hold about you. This service is free of charge.
- request that we rectify without undue delay any inaccuracies in relation to the personal data we hold;
- in some circumstances, request the erasure of your personal data or object to the processing of your data;
- obtain restriction of processing in some circumstances;
- object to any processing in some circumstances;
- in some circumstances, request that your personal data be transferred to you or a new school if the data is processed automatically (Please note, that we retain only a copy of certain data collected from you. Furthermore we do not avail of systems that make automated decisions based on your data);
- if we are processing any data for which you have given consent, you may withdraw consent to us processing your personal data. This will not affect the processing already carried out with your consent; and
- lodge a complaint with a supervisory authority. In Ireland, this is the Office of the Data Protection Commissioner;

Any enquiries regarding the above rights or if you wish to exercise any of these rights or any other rights provided for in this Statement please contact us.