



Schola Europaea

Office of the Secretary-General

Ref.: 2018-06-D-21-en- 4

Orig.: EN

European School Privacy Statement

European School Privacy Statement

European School of Uccle and Berkendael

Content

1. What are the categories of personal data collected by the School?	3
2. What are the purposes for which personal data are collected?	3
3. What is the legal basis for the processing of personal data?	4
4. Who has access to the personal data and whom do we share them with?	4
5. How do we protect and safeguard your information?	5
6. How long do we keep personal data?	5
7. What are your rights?	6
8. Who should you contact in case of a complaint?	6
9. Changes to this Privacy Statement	6

The European Schools (hereinafter referred to as the ‘School’) are committed to respecting your privacy and to complying with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter, referred to as the ‘GDPR’).

‘Personal data’ means any information related to an identified or identifiable natural person. In the School the ‘data subjects’ are in particular the pupils, and the legal representatives/parents.

As defined by Article 4 (7) of the GDPR, the data ‘controller’ is the natural or legal person, public authority, agency or other body which alone or jointly with others, determines the purposes and means of the processing of personal data. As each European School has its own legal personality¹, the Director² of each School is considered as a data ‘controller’.

This School Privacy Statement informs you about how the School processes the personal data which are collected from legal representatives/parents and pupils. For instance, it sets out what kind of personal data the School may collect, why it processes legal representatives’/parents’ and pupils’ personal data and what your rights are in relation to such data collection.

¹ Article 6 of the Convention defining the Statute of the European Schools

² Contact details: UCC-DIRECTOR@eursc.eu

1. What are the categories of personal data collected by the School?

The School and their employees will need to have access to and to process the following personal data:

a. Pupils

- Pupils' first name(s), surname(s), home address, telephone numbers, passport details and other contact details,
- Pupils' nationality, gender, languages spoken, country and town/city of birth,
- Pupils' pedagogical information, linguistic competences, disciplinary information, references or information provided by previous educational establishments, attendance information (number of absences, reasons for absence),
- Pupils' photo³,

b. Legal representatives' and parents

- Legal representatives'/parents' contact details,
- Legal guardianship, parental custody, marital status, list of siblings,
- Legal representatives'/parents' employment information,
- Legal representatives'/parents' bank details and other financial information,
- Car details (only in the case of cars parking in the school grounds),

In addition, the School will need to process special categories of personal data, such as:

- Relevant information about pupils' health.

2. What are the purposes for which personal data are collected?

The European Schools are a *sui generis* intergovernmental organisation. Their purpose is to provide children with quality teaching and learning, in the public interest.

To organise teaching and learning and in order to meet the pupils' specific needs, the School needs to process their personal data and those of the legal representatives/parents.

The School will use the personal data collected about pupils and legal representatives/parents for the following purposes:

- Enrolment of pupils.
- Organisation of timetables, classes, courses, including physical education and religion/ethics courses.
- Monitoring and reporting on pupils' progress.
- Meeting educational needs, such as providing specific educational support.
- Pupils' welfare, to provide appropriate medical care and to take appropriate action in the event of an emergency, including by disclosing details of an individual's medical condition where it is strictly in the individual's interests to do so (for example, to provide information to the organisers of schools trips or to doctors in case of an incident or accident).
- Communications with legal representatives/parents about pupils and about activities organised by the School.

³ For the identification of the pupils by the School's staff members. A consent form will be given to the legal representatives/parents for the use of pupils' pictures for other purposes (taking pictures during school trips or school events).

- Transfer applications.
- Determination of school fees

3. What is the legal basis for the processing of personal data?

a. Performance of a task carried out in the public interest

As indicated above, the purpose of the European Schools is to provide children with quality teaching and learning, in the public interest.

Therefore, the processing of the collected personal data (as stated in section 1), is necessary for the performance of a task carried out in the public interest, pursuant to the Convention defining the Statute of the European Schools, the General Rules of the European Schools and the Regulations for the European Baccalaureate (available for consultation on the European Schools' website).

b. Explicit consent/Provision of health or social care

Where processing of special categories of personal data, such as pupils' health information, is necessary, a consent will be requested from the legal representatives/parents.

The processing of pupils' health information by the psychologist or the nurses of the School can also be necessary for the provision of health or social care.

c. Compliance with a legal obligation

Where processing is necessary to comply with a legal obligation to which the School is subject, information will be shared with National Authorities.

4. Who has access to the personal data and whom do we share them with?

a. Access to the personal data

Personal data collected by the School will be processed within the School.

To facilitate the management of the School's activities, the staff members will use some service providers' software and IT solutions (i.e; SMS, O365, SAP). Contractual agreements are in place to ensure that these service providers are fully compliant with the GDPR's provisions and act only in accordance with the School's specific directions.

Data processing activities will be handled only by staff members with a legitimate need to access the pupils and legal representatives/parents' personal data, for the purposes described above.

In particular, strict access rules apply to the following personal data:

- Health information is collected and accessed only by the School Doctor and Nurses, the School Psychologist and other specially authorised staff, to ensure pupils' welfare.
- Relevant health information provided by legal representatives/parents to the coordinators of a school trip will be kept only for the duration of the trip in question and will be destroyed afterwards.
- Information relating to the option chosen for religion/non-confessional ethics courses will be used only for the organisation of such courses.

All the staff members of the School are committed to protecting the confidentiality of your personal information in the performance of their tasks. They also received data protection training in order to act in accordance with the GDPR's provisions.

b. Data sharing

i. Security Guards

To ensure security and access to the School, the security guards of the School will be provided with the relevant information.

ii. Central Enrolment Authority

In Brussels, enrolment applications are handled by the Central Enrolment Authority (CEA) at the Office of the Secretary-General of the European Schools, pursuant to the provisions of the Policy on Enrolment in the Brussels European Schools for the current school year (available for consultation on the European Schools' website: <https://www.eursec.eu>).

The School will share the relevant information with the CEA in order to award a place at one of the Brussels Schools/Sites.

The School to which the application is submitted will keep the enrolment application only if the pupil is ultimately enrolled in this School. If the pupil is not enrolled in the School corresponding to the first preference, the enrolment application will be sent to the School where the place is awarded.

The CEA will keep an electronic and hard copy (paper) version of enrolment information for administrative purposes for ten years.

5. How do we protect and safeguard your information?

In order to protect pupils' and legal representatives'/parents' personal data, a number of technical and organisational measures have been put in place. These include appropriate measures to address online security, physical security, risk of data loss, alteration or unauthorised access, taking into consideration the risk represented by the processing and the nature of the data being protected.

In addition, we restrict access to the databases containing personal data to authorised persons with a legitimate need to access such information, for the purposes described above.

6. How long do we keep personal data?

We will keep personal data for as long as the pupils are enrolled in our School. Information relating to disciplinary measures will be erased from the file three years after the point in time when the measure was imposed.

When pupils have completed their education in our School, we will keep individual files for ten years. A duplicate copy of the Baccalaureate diploma, certificates of achievement and school attendance certificates will be kept for archiving purposes, in the public interest.

7. What are your rights?

With respect to the processing of your personal data, you have the right to be informed and to access your personal data. You also have the right to rectification, erasure and to object to the processing.

Where the School processes personal data on the basis of consent, such consent may be withdrawn at any time.

To facilitate the exercise of your rights, you may submit your request to our Data Protection Officer Correspondent: UCC-DPO-CORRESPONDENT@eursc.eu

The School will respond to these requests without undue delay and within one month at the latest. Should the School decline to comply with a request, you will be informed of the reasons for such a decision.

8. Who should you contact in case of a complaint?

If you consider that the School has not complied with the data protection laws applicable (including the GDPR) or that your rights have been infringed as the result of the processing of your personal data, you have the right of recourse and can contact the [National Supervisory Data Protection Authority](#).

9. Changes to this Privacy Statement

We reserve the right to update this Privacy Statement at any time, and we will provide you with a new Privacy Statement when we make substantial changes.