



Guidelines in relation to the use of the access badge

1. The access badge is **strictly personal**. It can be used only by the person whose name is written on it.
2. The access badge is for parents and relatives authorised to pick up a child at the **end of the classes** (mostly in nursery and primary), from the **garderie** (after school child-minding service) or from the **périscolaire** (extracurricular activities).
 - ⊗ Parents of pupils who use **public transports**, the **school transport** organised by the APEEE, as well as parents of **autonomous pupils** (going to school on foot, by bike, being collected at a meeting point outside school) **do not need an access badge**.
 - ⊗ Parents going to a parent-teacher **meeting** (when they will resume on site), **do not need an access badge**.
3. The access badge must be **worn visibly** when you are on the school premises.
4. The access badge must be **scanned when entering and leaving school**. Badge readers are located at the entrances Vert Chasseur and Chaussée de Waterloo.
5. If the access badge is **lost or stolen**, its owner must **inform** the school **immediately** (cristina.pop@eursc.eu) so it can be deactivated, and must **order a new one** at the price of 15 eur.
6. The access badge is valid for the **entire school period during** which your child needs to be collected from school.
 - ! **If the situation changes** (E.g.: The pupil starts using the school transport, the public transport, changes school, etc.), the owner of the access badge must **inform the school immediately** so the badge can be deactivated.



Price and order

The **price** of the badge has been fixed to **15,00€**.

In order to manage the orders of access badges in the best way possible, we would like to kindly ask you to follow these instructions:

- Please, make the **payment** to the account number indicated in the order form **as soon as possible** after sending the order form.
- Please, indicate the **SURNAME** and **First name** of the pupil for whom you require the access badge as indicated in the order form in the **communication field of the bank transfer**.
- The **number** of badges per family is **limited to three**.
- In case you are ordering more than one access badge, **a form must be introduced for each person** requesting a badge. It is not possible to group the orders.
- **A parent** may have **one individual badge** only for the total number of children they have registered in the school. In this case please indicate in the payment communication the name and grade of the youngest child.
- In case you are ordering more than one access badge, we would like to kindly ask you to make **a bank transfer for all badges**. It will ease the work of the accountancy department.
- In case the badge is lost or stolen, a new badge must be ordered at the price of 15,00€



Order form

! When filling the form please **clearly indicate the site** the child frequents.

E.g.: It is possible that a child has classes in Uccle and goes to Berkendael Garderie in the afternoon. In this case you have to tick both cases.

! When filling the form please **clearly indicate the access required**. There are 3 types of access:

1) **parent access** – for picking up children in M1, M2, P1 and P2 - allows parents to pick up children as soon as school classes are over, at the time indicated in the schedule of each school day;

2) **OIB (childcare/Garderie) access** - for picking up children from M1 up till S2 - allows parents to pick up children that are registered with OIB Garderies in Uccle or Berkendael. Pick up times range in the interval between the time classes are over and the end of the day as established by OIB and communicated to parents directly by OIB. Badges are programmed to follow this afternoon schedule.

3) **Extracurricular (périscolaire) access** - for picking up children from M1 up till S2 - allows parents to pick up children that are registered in an extracurricular (périscolaire) activity with the APEEE (Association des Parents d'Élèves de l'École européenne Bruxelles 1) in Uccle or Berkendael. Pick up times range in the interval between the time classes are over and the end of the activities. Badges are programmed to follow this afternoon schedule.

! Please note that **multiple access can be selected**:

E.g: If the child is picked up at parents access and a few times per week is registered with OIB Garderie.

E.g: If the child is picked up at parents access and a few times per week is registered with APEEE périscolaire.

Distribution of the access badge

Badges will be **picked up from the guards lodges** once the new **school year starts**. You will receive further details by email once your badge is ready and the payment is received.



Privacy notice – School access badges

1. Purpose of the processing (purpose and legal basis)

The European School of Brussels I (Uccle) has implemented a badge access system to control access to the school premises in order to ensure the safety of the pupils and staff members.

The legal basis of the processing is the legitimate interest (cf. Article 6.1.f of the European General Data Protection Regulation).

2. Collected data

In order to issue a school access badge, the School collects the following data :

- Surname and first name of the parent,
- Surname, first name and class of the child,
- Photograph of the parent,

When scanning your access badge on the readers available at the entrances to the School, the following data is collected:

- Identification number of the badge,
- Date and time of entry and exit,

3. Recipients

The recipients of the data are only authorised members of the School's security staff.

4. Data retention period

Data relating to the **date and time of entry and exit** from the School are kept **21 days** from the day of your visit.

All **other data** is kept securely in the School's databases for the **period of validity of your badge**.

5. Individual rights

You can access your personal data or request their deletion. You also have a right of opposition, a right of rectification and a right to limit the processing of your data.

To exercise these rights or if you have any questions about the processing of your data in this system, you can contact our Data Protection Officer at the following e-mail address: UCC-DPO-CORRESPONDENT@eursc.eu.

If, after contacting us, you feel that your rights are not being respected or that the access control device does not comply with data protection rules, you may submit a complaint to the [Belgian Data Protection Authority](#).