



Schola Europaea

EEB2

Privacy statement for Management of extranet

1. Description and purpose of the processing operation

The IT department of EEB2 has written an application for teachers and management to perform a number of functions that are not available in the School Management System of the European Schools (SMS). Teachers have the possibility to: (1) print out lists and data about their students (name, class, date of birth, nationality, gender, courses); (2) search all students and see their photo, schedule, and nationality; (3) search all teachers and see their photo, schedule, email address and nationality. Senior management (Director and 2 Deputy Directors) and Educational Advisors have the possibility to do everything that teachers can do, and view detentions (disciplinary) and class council (evaluations of academic performance in secondary school). Educational Advisors also have the possibility to: (1) block student cards; (2) manage the class counsel screen ; (3) manage the lockers.

Log files are maintained which allow the system administrator to see who has logged in.

2. Legal basis for the processing

The legal basis for this processing operation is Article 6 paragraph 1(e)(necessary for performance of task carried out in the public interest or in controller's official authority).

3. Categories of personal data collected

In order to carry out this processing operation, EEB2 collects the following categories of personal data: name, surname, date of birth, nationality, gender, school email address, photograph, student ID number.

The input for the extranet is downloaded from the school management system (SMS).

4. Who has access to your personal data and to whom is it disclosed?

EEB2 staff responsible for carrying out this processing operation has access to your personal data.

5. How do we protect and safeguard your personal data?

In order to protect your personal data, a number of technical and organisational measures have been put in place. Technical measures include appropriate actions to address online security, physical security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

6. How long do we keep your personal data?

Accounts are active while the teacher, senior manager or Educational Advisor is employed at EEB2; data held in the extranet database at EEB2 of teachers and students will be kept for the current and previous school year.

7. What are your rights and how can you exercise them?

You have the right to request access to your personal data, rectification or erasure of the data, or restriction of the processing of your data. You have the right to object to the processing of your data as well as the right to data portability. If the legal basis for processing is your consent, you have the right to withdraw your consent at any time. (The withdrawal of consent will not affect the lawfulness of the processing before the consent was withdrawn.) Any request to exercise one of these rights should be directed to the Controller (WOL-DP-CONTROLLER@eursc.eu).

You may contact the data protection officer (WOL-DPO-CORRESPONDENT@eursc.eu) with regard to all issues related to processing of your personal data and the exercise of your rights under Regulation (EU) 2016/679 or relevant Belgian national law.

8. Right of recourse

You have the right to have recourse to the Belgian Data Protection Authority (<https://www.autoriteprotectiondonnees.be/introduire-une-requ%C3%A0te-une-plainte>) if you consider that your rights under Regulation (EU) 2016/679 or relevant Belgian national law have been infringed as a result of the processing of your personal data by EEB2.