



Schola Europaea

EEB2

Privacy statement for

Management of staff, teachers, trainees, certain APEE members, pupils, pupils' legal representatives and sports facility users identification

1. Description and purpose of the processing operation

EEB2 provides a badge to all teachers, staff, trainees, pupils, pupils' legal representatives and sports facility users for identification purposes. The members of the parents association (APEE) who work on the premises of EEB2 also receive a badge.

The photo badges are used for two purposes: (1) Badges are checked by the guards at all entry points of the EEB2 premises for admitting persons to the premises; (2) Teachers' badges have an electronic chip which allows the badge holder to copy, print and scan on the Multi Functional Printers. A print management software is used to keep account of the number of sheets of paper used, for budget purposes.

The IT department fabricates the badges of teachers, staff and trainees; while the processor (VanderEycken) fabricates new badges for pupils each year in a different layout, using a text file from the IT department containing the name, ID number and class of each pupil.

The IT-department also provides badges to all pupils' legal representatives and sports facility users (without photo) for admission to school premises.

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, gender, photograph, student ID number, chip storing ID number and username. This data (other than the photograph) is taken from the school management system (SMS). The processor (photographer) takes the photographs for all badges of staff, teachers and pupils, while the IT department takes the photographs for badges of trainees and APEE members who work on the EEB premises.

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?

Your personal data may be retained by EEB2 for the duration of your presence at EEB2.

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%AAteune-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.