



Schola Europaea

EEB2

Privacy statement for Medical care and health monitoring

1. Description and purpose of the processing operation

The EEB2 medical service treats mainly pupils, and occasionally also teachers and staff where necessary.

When a pupil is enrolled at EEB2, the pupil's legal representative is asked to complete a confidential health questionnaire in paper form, which is required to assure appropriate medical care at school. If the form is not completed and returned, the form specifies that EEB2 will be obliged to take decisions for the well-being of the pupil. The questionnaire asks for information about the treating physician, the hospital to which the pupil should be sent in case of medical emergency, and whether the pupil suffers from any of a list of disorders, as well as basic medical history, allergies, and vaccinations. The completed questionnaires are stored in the nurses' office in a medical file for each pupil, accessible only by the nurses and the EEB2 staff physician.

Upon receipt of the completed questionnaires, the nurses compile a list of pupils with special problems (e.g., diabetic, epileptic, haemophiliac, heart condition, etc.) and another list of pupils with allergies. The legal representative of the pupils on these lists are asked to complete an action plan to be followed should a medical emergency occur related to these conditions. In addition, with the consent of the legal representative, information about such conditions is provided orally to the teachers normally responsible for these pupils or who may be responsible for them on a school trip; however, no written records are provided. The nurses may also instruct the responsible teachers about how to administer a treatment that such pupils may require.

Supplementary information about vaccination of pupils (e.g. diphtheria, tetanus, polio, measles, mumps, German measles)) may be requested of the pupils' legal representative in paper form. Such information is also retained in the pupil's medical file.

Updated medical information may be collected in preparation for a school trip, as specified in the privacy statement concerning school trips.

Medical checks by the EEB2 staff physician are made in the 1st, 3rd, and 5th years of primary school and in the 2nd and 5th years of secondary school.

When a pupil is sick, he/she may come to the nurses' office and explain what is wrong. The nurses will analyse what care may be required and if it is of a minor nature, will provide the care. When a pupil presents a serious medical problem, the nurses will attempt to contact the pupil's legal representative before taking action, but if it is not possible to establish contact, then the nurses will take a decision on the appropriate care to provide. The nurses may take some notes when seeing pupils, which they keep in their own files.

2. Legal basis for the processing

The legal basis for this processing operation is Article 6 paragraphs (1)(a) (the data subject has given consent to the processing of his or her personal data for one or more specific purposes), (1)(c) (processing is necessary for compliance with a legal obligation to which the controller is subject), (1)(d) (processing is necessary in order to protect the vital interests of the data subject), and/or (1)(e) (processing is necessary for the performance of a task carried out in the public interest or in the exercise of authority vested in the controller).

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, city of birth, country of birth, nationality, gender, data concerning siblings, school email address, personal email address, professional email address, professional phone number, personal phone number, home address, photo, parental marital status, name of legal guardian, and information submitted on the medical questionnaire concerning the pupil's health, as described in paragraph 1 above.

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

The school nurses and doctor have access to the pupil's personal data, as well as teachers where the legal representative of the pupil has given permission to share the data with the teacher. In addition, data may be provided to external medical doctors where necessary, and to the Belgian health ministry where legally required (e.g. in case of meningitis).

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?

The medical file of pupils who remain at EEB2 until they receive the BAC are retained for the duration of their presence, then sent to the pupil's legal representative. The medical file of pupils who leave before the BAC are retained for 5 years after the pupil's departure, then destroyed by the nurses.

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.