



Privacy statement for Organisation of school trips

1. Description and purpose of the processing operation

EEB2 organises school trips for pupils, both within and outside the EU, on several occasions during the school year.

-Primary school: A plan for all school trips is prepared at the beginning of the school year. School trips are organised through a sharepoint application designed for this purpose. The Deputy Director for the primary school must approve all trips involving primary school pupils in the sharepoint application. The Coordinator of primary school trips makes all reservations.

An electronic form with medical/dietary information for pupils with special requirements ("fiche medical" is complete by the pupils' legal representative and added to the sharepoint application, and may be accessed by the Coordinator remotely while on the trip. If any of the pupils has a complex medical or dietary need, the Coordinator will meet with the pupil's legal representative and a school nurse before the trip to clarify the needs, and to determine whether a nurse should accompany the group on the school trip.

The coordinator provides a list of names and dates of birth of pupils to the travel agent who makes the arrangements for the trip. The coordinator also provides a list of names of pupils with allergies, and the type of allergy and contact information of the pupil's legal representative, to the hotel where the group is staying.

-Secondary school: Teachers wishing to organise a school trip complete several forms (Request for outing, Teacher's declaration, Risk assessment) and submit them to the Coordinator of secondary school trips. An authorisation form must be completed by each pupil's legal representative, giving consent for the pupil to participate in the outing, declaring that the legal representative has read the school outings regulations and agreeing to pay the costs of the trip. For trips lasting more than one day, two additional documents must be completed and returned to the Coordinator: (1) the pupil must complete the pupil's declaration, stating that the pupil's legal representatives are aware of and have approved the pupil's choices and indicating that the pupil accepts the conditions and rules laid down by the school, and (2) the pupil's legal representative must complete the Emergency contact student information sheet, which asks for contact information of the emergency contact and the pupil's legal representative, as well as the pupil's passport information, GSM number, medical information and dietary requirements (in the alternative, a new electronic form may be completed with the required emergency contact information).

The forms are provided to the teachers accompanying the pupils on the school trip, who keep it until the end of the trip. The teachers provide some information about the pupils (names, allergies, dietary requirements) to the hotel where the group is staying, in order to ensure that dietary requirements are followed.

At the conclusion of the trip, the teacher who holds the documents is required to destroy them.

2. Legal basis for the processing

The legal basis for this processing operation is Article 6 paragraphs (1)(a) (data subject's consent), (1)(c) (processing necessary for compliance with a legal obligation (only concerning trips to Switzerland)), (1)(d) (processing necessary to protect the data subject's vital interests), and (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, nationality, professional email address, professional phone number, personal phone number, home address, copy of passport, copy of ID, and medical/dietary information relevant for the trip.

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. In addition, the some of the data may be transferred to the concerned travel agents and hotels, which may be within the EU or in a third country.

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?

School trip data is retained by the school until the end of the school year plus 1 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%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.