



Schola Europaea

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European School Brussels II Privacy Statement

European School Brussels II (Woluwé) Privacy Statement

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The European School Brussels II (hereinafter referred to as the 'School') is committed to respecting your privacy and to complying with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter, referred to as the 'GDPR').

'Personal data' means any information related to an identified or identifiable natural person. In the School the 'data subjects' are in particular the pupils, and the legal representatives/parents.

As defined by Article 4 (7) of the GDPR, the data 'controller' is the natural or legal person, public authority, agency or other body which alone or jointly with others, determines the purposes and means of the processing of personal data. As each European School has its own legal personality¹, the Director² of each School is considered as a data 'controller'.

This School Privacy Statement informs you about how the School processes the personal data related to legal representatives/parents and pupils. For instance, it sets out what kind of personal data the School may process, why it processes legal representatives'/parents' and pupils' personal data and what your rights are in relation to such data collection.

¹ Article 6 of the Convention defining the Statute of the European Schools

² Contact details: WOL-DIRECTOR@eursc.eu

1. What are the categories of personal data collected by the School?

The School and their employees will need to have access to and to process the following personal data:

a. Pupils

- Identification data (name, surname, home address, phone number, personal email address, school email address, student ID number, passport details and other contact details, reference file number);
- Personal details (nationality, gender, sex, age, spoken languages, place of birth, date of birth);
- Copy of ID, copy of passport;
- Scholar information (class, pedagogical information, school reports, language skills, attendance and discipline, reasons for absence, indications or information provided by previous schools);
- Electronical identification data (chip storing ID-number (SMS));
- Academic curriculum (current school, previous school, next school/university);
- Hobbies and interests;
- Pictures³;
- Video (CCTV camera).

In addition, the School may also process special categories of personal data, such as:

- Data concerning health (physical or mental);
- Data revealing religious or philosophical beliefs.

b. Legal representatives' and parents

- Identification data (name, surname, home address, phone number, email address);
- Personal details (gender, sex, age, date of birth);
- Financial data (bank details and other financial information);
- Copy of ID, copy of passport;
- Electronical identification data (chip storing ID-number (SMS));
- Professional data (current job, current employer, type of contract);
- Household composition (spouse, siblings of child);
- Marital status (married/divorced/separated/...);
- Legal guardian (main custody of the child);
- Document providing the exercise of parental authority;
- Family Court decision;
- Adoption decision;
- Car details (only in the case of cars parking in the school grounds);
- Picture⁴.

³ For the identification of the pupils by the School's staff members. A consent form will be given to the legal representatives/parents for the use of pupils' pictures for other purposes (taking pictures during school trips or school events).

⁴ For the identification of the parents/legal representatives by the School's staff members. A consent form will be given to the legal representatives/parents for the use of pupils' pictures for other purposes (taking pictures during school trips or school events).

2. What are the purposes for which personal data are collected?

The European Schools are a *sui generis* intergovernmental organisation. Their purpose is to provide children with quality teaching and learning, in the public interest.

To organise teaching and learning and in order to meet the pupils' specific needs, the School needs to process their personal data and those of the legal representatives/parents.

The School will use the personal data collected about pupils and legal representatives/parents for the following purposes:

- Enrolment of pupils.
- Organisation of timetables, classes, courses, including physical education and religion/ethics courses.
- Monitoring and reporting on pupils' progress.
- Meeting educational needs, such as providing specific educational support.
- Pupils' welfare, to provide appropriate medical care and to take appropriate action in the event of an emergency, including by disclosing details of an individual's medical condition where it is strictly in the individual's interests to do so (for example, to provide information to the organisers of schools trips or to doctors in case of an incident or accident).
- Communications with legal representatives/parents about pupils and about activities organised by the School.
- Compile a disciplinary file and impose disciplinary sanctions on a pupil.
- Managing physical access in School premises.
- Transfer applications (on the basis of a legal obligation, the legitimate interest of the third party or the consent of the legal representatives/parents).
- Determination of school fees.

3. What is the legal basis for the processing of personal data?

a. Performance of a task carried out in the public interest

As indicated above, the purpose of the European Schools is to provide children with quality teaching and learning, in the public interest.

Therefore, the processing of the collected personal data can be necessary for the performance of a task carried out in the public interest (GDPR, article 6.1.e), pursuant to the Convention defining the Statute of the European Schools, the General Rules of the European Schools and the Regulations for the European Baccalaureate (available for consultation on the European Schools' website).

b. Compliance with a legal obligation

Where processing is necessary to comply with a legal obligation to which the School is subject (GDPR, article 6.1.c), information will be shared with National Authorities.

c. Processing of health data : explicit consent/Provision of health or social care

Where processing of pupils' health information, is necessary, a consent will be requested from the legal representatives/parents (GDPR, article 9.2.a).

The processing of pupils' health information by the psychologist or the nurses of the School can also be necessary for the provision of health or social care (GDPR, article 9.2.h).

d. Processing of data revealing pupils' religious or philosophical beliefs

The processing of data revealing pupils' religious or philosophical beliefs is carried out by the School, in the course of its legitimate activities with a philosophical and religious aim (organization of religion/ethics courses) (GDPR, article 9.2.d).

e. Processing of pupils' photos

The use of photos for other purposes than the identification of the pupils by the School's staff members will be done on the basis of the consent given by pupils' legal representatives/parents (GDPR, article 9.2.a).

The use of images of pupils and parents is also made by the School in the context of video surveillance on the basis of the School's legitimate interest (GDPR, article 9.2.f), which is to ensure the safety and protection of persons and goods within the School.

4. Who has access to the personal data and whom do we share them with?

a. Access to the personal data

Personal data collected by the School will be processed within the School.

To facilitate the management of the School's activities, the staff members will use some service providers' software and IT solutions (i.e; SMS, O365, SAP). Contractual agreements are in place to ensure that these service providers are fully compliant with the GDPR's provisions and act only in accordance with the School's specific directions.

Data processing activities will be handled only by staff members with a legitimate need to access the pupils and legal representatives/parents' personal data, for the purposes described above.

In particular, strict access rules apply to the following personal data:

- Health information is collected and accessed only by the School Doctor and Nurses, the School Psychologist and other specially authorised staff, to ensure pupils' welfare.
- Relevant health information provided by legal representatives/parents to the coordinators of a school trip will be kept only for the duration of the trip in question and will be destroyed afterwards.
- Information relating to the option chosen for religion/non-confessional ethics courses will be used only for the organisation of such courses.

All the staff members of the School are committed to protecting the confidentiality of your personal information in the performance of their tasks. They also received data protection training in order to act in accordance with the GDPR's provisions.

b. Data sharing

i. Security Guards

To ensure security and access to the School, the security guards of the School will be provided with the relevant information.

ii. Central Enrolment Authority

In Brussels, enrolment applications are handled by the Central Enrolment Authority (CEA) at the Office of the Secretary-General of the European Schools, pursuant to the provisions of the Policy on Enrolment in the Brussels European Schools for the current school year (available for consultation on the European Schools' website: <https://www.eursec.eu>).

The School will share the relevant information with the CEA in order to award a place at one of the Brussels Schools/Sites.

The School to which the application is submitted will keep the enrolment application only if the pupil is ultimately enrolled in this School. If the pupil is not enrolled in the School corresponding to the first preference, the enrolment application will be sent to the School where the place is awarded.

iii. The parent's association (APEEE)

To ensure APEEE's services (to provide transport from home to school and from school to home for registered pupils', to provide the canteen services for registered pupils and to organize extracurricular activities for registered pupils), the relevant information is provided to it. Parents can object themselves to such a data sharing with the APEEE.

5. How do we protect and safeguard your information?

In order to protect pupils' and legal representatives'/parents' personal data, a number of technical and organisational measures have been put in place. These include appropriate measures to address online security, physical security, risk of data loss, alteration or unauthorised access, taking into consideration the risk represented by the processing and the nature of the data being protected.

In addition, we restrict access to the databases containing personal data to authorised persons with a legitimate need to access such information, for the purposes described above.

6. How long do we keep personal data?

Pursuant to article 52a of the General Rules of the European Schools, when pupils have completed their education in our School, we will keep individual files for ten years, beginning on 31 December of the calendar year during which it is closed.

A file shall be closed, within the meaning of Article 52a.3 of the General Rules of the European Schools, on 31 December of the calendar year during which the pupil's schooling definitively ended, provided that no further document needs to be added to or removed from the file for the purpose of fulfilment of all the obligations of the pupil or of his/her legal representatives, as of those of the School, pursuant to the General Rules of the European Schools.

When legal proceedings have been initiated by the pupil or his/her legal representatives against the School, by a third party against the School in connection with actions attributed to the pupil or his/her legal representatives, where the latter are involved, even incidentally, or by the School against the pupil or his/her legal representatives, the period referred to in Article 52a.3. shall be suspended until the court's final ruling has been handed down.

A copy of the Baccalaureate diploma and a list of the results achieved, school attendance certificates and the last annual report issued shall be kept for archiving purposes, in the public interest and in that of the pupil, for an indefinite period.

The Central Enrolment Authority shall keep both a hard copy and an electronic version of the information collected during the enrolment procedure for administrative purposes for a period of ten years beginning on 15 October following the enrolment application date.

7. What are your rights?

With respect to the processing of your personal data, you have the right to be informed and to access your personal data. You also have the right to rectification, erasure and to object to the processing.

Where the School processes personal data on the basis of consent, such consent may be withdrawn at any time.

To facilitate the exercise of your rights, you may submit your request to our data protection officer: WOL-DPO-CORRESPONDENT@eursc.eu

The School will respond to these requests without undue delay and within one month at the latest. Should the School decline to comply with a request, you will be informed of the reasons for such a decision.

8. Who should you contact in case of a complaint?

If you consider that the School has not complied with the data protection laws applicable (including the GDPR) or that your rights have been infringed as the result of the processing of your personal data, you have the right of recourse and can contact the [National Supervisory Data Protection Authority](#).

9. Changes to this Privacy Statement

We reserve the right to update this Privacy Statement at any time, and we will provide you with a new Privacy Statement when we make substantial changes.