



Schola Europaea

EEB2

## **Privacy statement for Administration of the European Bacallaureate Exam**

### **1. Description and purpose of the processing operation**

The Bacallaureate Exam is administered to the S7 pupils each year for the purpose of determining whether the Bacallaureate will be awarded to each pupil. The process begins each school year in October when the S7 enroll in the Bacallaureate Exam and specify their choice of subjects.

During the S7 year, pupils take a variety of exams and tests, the results of which are communicated to the pupils and their legal representatives. They are also assessed continuously by their subject teachers throughout the year and this teacher continuous assessment is recorded as an A mark. Written exam and test scripts are retained by the school for scrutiny by the pupils or legal representative's for periods set out in the implementational rules of the European Bacallaureate which are published for each annual session of the European Bacallaureate.

The S7 educational advisors enter the continuous assessment marks and test results for their pupils in the BAC grade Viatic system, which automatically produces the final grade. Once entered in this system, the grade can be changed only by the Office of the Secretary General of the European Schools, and not by EEB2.

The BAC reports are thereafter produced, and stored in the SMS.

### **2. Legal basis for the processing**

The legal basis for this processing operation is Article 6 paragraph (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, student ID number, written BAC exam scripts including B-test and pre-BAC written exam script, pre-BAC report and BAC report which contains summative marks for the BAC exam.

### **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 European Schools' Office of the Secretary General receives the data through Viatic, and has access to the records in SMS.

### **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 BAC reports/certificates are stored indefinitely, as they constitute proof of attainment of the European Baccalaureate and may be needed for the concerned pupil's lifetime.

#### **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](mailto:WOL-DP-CONTROLLER@eursc.eu)).

You may contact the data protection officer ([WOL-DPO-CORRESPONDENT@eursc.eu](mailto: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%AAte-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.