



Schola Europaea

EEB2

Privacy statement for Learning Support

1. Description and purpose of the processing operation

Learning Support is offered to assist EEB2 school pupils with educational difficulties, in accordance with the Policy on the Provision of Educational Support in the European Schools of 7 February 2017 and the Provision of Educational Support in the European Schools – Procedural document, 2012-05-D-15-en-11. Three levels of support are available:

-General support: for pupils with some learning difficulties or who have recently transferred to EEB2. In the primary school, this support is provided by a learning support teacher on the basis of the class teacher's request. In the secondary school, this support may be provided on individually or in a group on the basis of a teacher's request and after the pupil's legal representative has agreed.

-Moderate support: for pupils who need more concentrated support than provided by general support, such as following a long absence or where minor attention issues are present. This type of support may be provided on the basis of a teacher's request and after informing the pupil's legal representative (for the primary school) or after the pupil's legal representative has agreed (for the secondary school).

-Intensive support: for pupils who have been diagnosed with a learning difficulty/disability such as Attention Deficit Disorder, dyslexia, autism, etc. Intensive support is provided only after EEB2 has received a diagnosis by an external doctor, psychologist or team of therapists provided by the pupil's legal representative. Intensive support may include assignment of a specialist teacher. This type of support is provided on the basis of an agreement entered between EEB2 and the pupil's legal representative.

For pupils in the primary school receiving learning support, the "Care Team" (consisting of the Deputy Director of the primary school, the school psychologist, and the Learning Support Coordinator) meets each week. Each Care Team member has access to the information relating to the concerned pupils, and during the meetings the Care Team strives to find solutions in order to help the pupils. To this end, it may invite to the meetings the pupil's legal representative, teachers, assistants, and/or professionals from outside the school.

For pupils in the secondary school receiving intensive support, meetings are held where the support coordinator, teachers, pupil's legal representative and sometimes the Deputy Director of the secondary school are present.

The Learning Support Coordinators maintain a file for each pupil receiving learning support. Several types of records may be created and stored in the pupil's file in connection with the provision of learning support:

-Evaluation report: The teacher providing learning support ("support teacher") prepares this report at the end of each semester and prints two copies (for secondary) and is send by mail (primary), one for the support team and one for the person legally responsible for the pupil.

-Diagnostic report: This report, submitted by the person legally responsible for the pupil, is required for the provision of intensive support. It may contain a detailed history of the family situation, the results of tests and analyses, and other sensitive personal data, as well as recommendations for learning or psychological support.

-Individual Learning Plan: This plan is made based on the diagnostic report and the recommendations contained therein. It will specify whether special arrangements are necessary for the pupil.

Intensive support agreement: This is the agreement entered between EEB2 and the person legally responsible for the pupil receiving intensive support.

-Email correspondence with persons legally responsible for pupils: All email correspondence is printed out and placed in the pupil's file.

-Minutes of meetings in relation to intensive support in secondary: Minutes of such meetings is made and kept in a separate file, which may be updated based on events throughout the year. The minutes, which are prepared by the learning support coordinators, specify who was present and what was discussed at learning support team meetings.

For primary school learning support, all paper files are stored in the secretariat of the Deputy Director for the primary school. The files may not be taken out of the secretariat and can only be shared with the teachers who teach the concerned child. An electronic version is kept (following receipt of a signed agreement from the pupil's legal representative) in the Care Team application in Sharepoint.

For secondary school learning support, all of the above files are retained only in paper form in the locked office of the learning support coordinators for the school year that the pupil is receiving learning support. No electronic files are kept.

In accordance with section 4.3.4 of the Educational Support Procedural Document, each teacher of a pupil receiving learning support may be given access to the pupil's learning support file, on a need-to-know basis and only in the Learning Support Coordinators' office.

The Learning Support Coordinators prepare a list of pupils entitled to special arrangements in tests/exams (e.g., extra time) and their diagnosis is shared with the teachers, learning support advisors, psychologist and nurse following receipt of oral consent by the person legally responsible for the pupil.

2. Legal basis for the processing

The legal basis for this processing operation is Article 6 paragraphs (1)(d) (processing is necessary to protect 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, city of birth, country of birth, nationality gender, data concerning siblings, school email address, professional email address, professional phone number, home address, photo, student ID number, parental marital status, name of legal guardian, grades, data concerning pupil's medical/psychological condition relevant for assessment of learning support needs and for designing appropriate learning support programs (see listing of reports in description of processing).

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 the pupil's enrolment at EEB2; if the pupil leaves EEB2 before the BAC, then until the pupil is 18 years old

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.