



Schola Europaea

EEB2

Privacy statement for Pupil enrolment application process

1. Description and purpose of the processing operation

Applications for enrolment in one of the Brussels European Schools and supporting documents are submitted to EEB2 when EEB2 is the pupil's legal representative's first choice of school. The pupil's legal representatives often submit the application in person and discuss various aspects of the application with the enrolments secretariat (e.g. practical information about the school, the choice of the language section for the pupil, etc.). The enrolments secretariat at EEB2 verifies the information submitted to ensure that the application is complete in accordance with the "Policy on enrolment in the Brussels European schools" (ref. 2017-12-D-5-en-3). The Deputy Director of Nursery/Primary or Secondary, as appropriate, reviews the file and decides on the appropriate grade level and language section of the applicant.

When the enrolment application is complete, a summary of the application with the data required to check eligibility of the applicant with the Deputy Director's decision is submitted to the CEA (within the OSG) through the software developed by the OSG.

The CEA then analyses the information submitted and awards a place to the applicant in one of the Brussels European Schools. The CEA notifies the applicant of its decision, and informs each school of the applicants allocated to it.

If an application has been submitted to EEB2 but the child is thereafter enrolled in another Brussels European School, the EEB2 enrolment secretariat forwards the original documents to the school where the pupil is enrolled.

Where the pupil's legal representative is not satisfied with the school allocated by the CEA, he/she may launch an appeal. In such cases, and for transfer applications and enrolment applications with particular circumstances (for choice of one school), the paper file is scanned and the scanned file, together with all correspondence between EEB2 and the pupil's legal representative, is forwarded to the CEA secretariat, following CEA instructions.

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 official 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, home address, photograph, marital status of pupil's legal representative, name of pupil's legal representative, institution/employer of pupil's legal representative, type of contract, reference number for dossier. In addition, copies of the following documents which contain personal data are collected: passport, ID, birth certificate, marriage certificate, document proving the exercise of parental authority, family court decision, adoption decision. The provision of the data is mandatory for the enrolment application process.

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, your data may be transferred to the Central Enrolment Authority of the European Schools' Secretariat General and other European Schools in order to process your application.

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 as follows:

- For pupils enrolled at EEB2, the enrolment application becomes part of the pupil's file which is retained as explained in the privacy statement for Pupil Enrolment in School;
- For pupils who are enrolled in another European School at the conclusion of the application process, the original file is sent to that school;
- For applicants who withdraw their application, the file is retained at EEB2 until the pupil is 18 years old;
- For transfer applications and enrolment applications with particular circumstances (e.g. supporting an application to one school, especially for medical reasons), the paper file is scanned and the electronic file thereby created, together with all correspondence between EEB2 and the pupil's legal representative, is forwarded to the CEA in accordance with CEA instructions. The files are retained by EEB2 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.