



Schola Europaea

EEB2

Privacy statement for Secondary School Pupil Disciplinary Events

1. Description and purpose of the processing operation

When a pupil in the secondary school is involved in an incident which may constitute an infringement of a school rule or general rule on communal life within the school, disciplinary measures may be imposed in accordance with Chapter VI of the General Rules of the European Schools and Chapter VIII and the Annex of the EEB2 School Rules Secondary Cycle.

Whenever an EEB2 staff member witnesses an incident, he/she may tell the pupil to stop the offending behaviour, then ask for the identity card of the pupil. The staff member should inform the responsible Educational Advisor of the incident.

Upon receipt of such information, the Educational Advisor will note the information received and keep it in his/her own file of such incidents. Records of minor offences remain with the Educational Advisor. Repetitive offences or serious offences are reported to the Principal Educational Advisor and the senior management of EEB2. The Educational Advisor also informs the pupil's legal representative of the incident(s) by e-mail, sent through SMS. All correspondence between the pupil's legal representative and the Educational Advisor concerning the incident are kept in the latter's file of the incident, in a folder in Outlook.

The Principal Educational Advisor meets with the concerned pupil and thereafter decides on the next steps to be taken, in accordance with the disciplinary rules in the General Rules of the European Schools and the EEB2 School Rules Secondary Cycle referenced above. These follow-up steps are recorded in a document created by the Educational Advisor, which is placed in the disciplinary folder (paper or digital version).

Files of the Educational Advisors may be shared with the Principal Educational Advisor. Files of both the Educational Advisors and the Principal Educational Advisor may be shared with the school psychologists and the form teacher of the pupil concerned, as necessary.

Repetitive or serious offenses may be taken up in a Disciplinary Council, in accordance with Article 44 of the General Rules of the European Schools. If a Disciplinary Council takes up the matter, all documentation in the files of the Educational Advisor and Principal Educational Advisor are moved to the Disciplinary Council file. The conclusions of the Disciplinary Council, including any sanctions imposed, are also kept in the disciplinary file.

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, notes of educational advisor responsible for the concerned pupil, notes and recommendations of principal educational advisor, Disciplinary Council files.

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?

The pupil's disciplinary file (serious disciplinary incidents) is retained by EEB2 for a maximum of 3 years after conclusion of all proceedings related to the disciplinary event, in accordance with Article 42(a) of the General Rules of the European Schools.

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.