



Schola Europaea

EEB2

Privacy statement for Secondary school assessment of pupil academic performance

1. Description and purpose of the processing operation

The assessment of pupil academic performance in the secondary school begins with the teacher's assessment, in accordance with Article 59 of the General Rules of the European Schools and the outline for objectives, competencies and contents set out for each subject in the syllabuses for the secondary school prepared by the Pedagogical Unit of the Office of the Secretary General.

-Teachers in grades S1-S3 may perform the assessment as they see fit, in accordance with habit and cultural norms for their Member State's educational system. (Efforts are currently underway for greater harmonisation in grading in the different language sections.)

-Teachers in grades S4-S7 perform assessments in a more standardized manner. The "A-grade" relates to a wide list of different evaluation criteria and tools such as oral participation, performance on announced and unannounced written tests, motivation, etc. The "B-grade" relates to performance on written exams. In Grades S6 and S7, there are more written exams, which are more harmonized, than in the earlier grades, in preparation for the BAC written exam.

The "form teachers" and "subject teachers" enter the grades they have given to each pupil in the SMS application designed for this purpose. Form teachers have access to all grade information for the pupils for which they are responsible, while subject teachers have access to only the grade information for the pupils and subjects for which they are responsible. Form teachers discuss with subject teachers the grades given to their pupils in order to prepare the Class Council.

The Council is held by year level for each language section before the winter and the summer grade reports are finalized. At the Council, all teachers for a given language section and a given level convene to discuss any issues related to grade reports.

The Council meetings preceding the Winter report as well as the less formal preparatory meetings held by the form teachers with his/her colleagues (Autumn and Spring) focus on identifying cases where learning support may be needed. Warning letters are sent to the persons legally responsible for pupils in difficulty, including a request that they reply in writing to the letter. General and moderate support may thereafter be provided to pupils with certain special needs.

The Council meetings held before the fourth (and final) grade reports for the year are issued focus on any questionable cases for promotion to the next grade level.

Official grade reports are stored in SMS. A link to the grade report of each pupil is sent to the pupil's legal representative four times per year. The latter may make an appointment with the form or subject teacher following receipt of the grade report (or at any other time). Correspondence between a teacher and a pupil's legal representative may also be made by email.

Pupil performance data may be anonymised for analysis purposes, which is used for organisational and public scrutiny.

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, teachers' assessments of pupils, grades entered in SMS by the teacher, teachers' notes regarding meetings with pupil's legal representative, minutes of Class Council meetings.

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, pupils' legal representative receives the grade report of the pupil; universities both within and outside the EU to which the pupil is applying for admission receives the report, on request of the pupil.

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?

Grade reports, Class Council minutes, educational support documents, teachers notes and correspondence with the pupil's legal representative are retained 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. Teachers' personal grading records are retained for the current school year +1.

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.