



Schola Europaea

EEB2

Privacy statement for Use of the library

1. Description and purpose of the processing operation

EEB2 makes available a library for the pupils in the primary school, and one in the secondary school.

At the beginning of the school year, an import of the necessary data fields from the SMS is made by the library staff to the Softlink software used for management of the library.

In the primary school, pupils visit the library each week, and are allowed to check out 1-4 books at a time for 2 weeks, depending on their level. The library staff or volunteer pupils' legal representatives or APPEE members working at the library have access to the software. When a pupil checks a book out, the staff member or volunteer scans the book and stamps the due date on the book. Each day, the librarian checks to see which books are overdue and sends a message on paper to the pupils concerned. If the books are not returned within a few days, a message is sent by email to the pupil's legal representative. Accordingly, the contact data of the pupil's legal representative is also downloaded from the SMS.

In the secondary school, the process is similar. However, in addition to the other personal data, the student ID number is downloaded to the Softlink software. The data of teacher who borrow books from the library are also downloaded.

The software contains the loan history for each pupil. The library staff and volunteers are instructed that this information is confidential. If a teacher inquires about the books a pupil is borrowing, the staff would indicate the level of the books borrowed but not the titles.

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, date of birth, nationality, gender, school email address, professional email address, home address, photo, student ID number, data concerning books borrowed.

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 school year plus 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%A4te-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.