

MEMORANDUM FOR PARENTS: DATA PROTECTION

DATA PROTECTION

The European School (the data controller) is committed to respect your privacy and meet the requirements in accordance with the provisions of the applicable national legislation transposing Directive (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, more commonly known as the General Data Protection Regulation (GDPR).

"Personal data" means any information relating to an identified or identifiable natural person. In the School, the data subjects are the pupils and their parents/legal representatives. Therefore, your personal data will be processed for the sole purpose of administration and support of your child(ren). It will be kept as long as necessary and at least for the duration of your child(ren)'s schooling at the European School. They will be treated in a strictly confidential manner and will not be communicated to third parties, with the exception of communications made necessary for technical reasons of the functioning of the European Schools or legal obligations.

To facilitate the management of activities, the European School may also conclude contracts with third parties. These third parties are bound to respect the confidentiality of the data entrusted to them and to use them only for the purpose of fulfilling their commitments to the School. Within this framework, conventions and agreements on data processing are drawn up between the School and these third parties.

With regard to the processing of your personal data, or those of your child(ren), you have a right to information and a right of access to it. You also have the right to the deletion of your data, and you also have the right to object to their processing.

When the School processes personal data with your consent, that consent may be withdrawn at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

To facilitate the exercise of your rights, you can contact our Data Protection Officer by e-mail: MAM-DPO-CORRESPONDENT@eursc.eu

For more details about our data protection policy, we invite you to consult our "Privacy Statement" on the website of the European School of Luxembourg II ([Click on the link](#)).

I. DEFINITIONS

Personal Data: any information relating to an identified or identifiable natural person (art. 4 GDPR)

- An **identifiable natural person** is one who can be identified, **directly** or **indirectly**:
- **Directly:** name, surname, postal address, email address, photo, video recording, audio recording, etc. ...
 - **Indirectly:** SMS ID, Phone number, National number, etc. ...

Processing: Any operation or set of operations which is performed on personal data or on sets of personal data.

- Collection;
- Registration;
- Organisation;
- Structuring;
- Conservation;
- Adaptation or modification;
- Extraction;
- Consultation;
- Use;
- Communication by transmission;
- Dissemination or otherwise making available;
- Matching or linking;
- Limitation;
- Erasure or destruction.

At the School, the data subjects are pupils and their parents/legal representatives. Consequently, your personal data will be processed solely for the purposes of administering and supporting your child/children. It will be kept as long as necessary and at least for the duration of your child's/your children's schooling at the European School. It will be treated as strictly confidential and will not be communicated to third parties, with the exception of communications made necessary for technical reasons relating to the operation of the European Schools or legal obligations.

II. UPDATE OF OUR DATABASE

In order to comply with Article (5) of the GDPR, the European School aims to keep its database up to date.

To this end, parents/representatives are asked to inform the School administration by email as soon as possible of any changes of:

- Address;
- Employer;
- Email address;
- Private phone number and/or department/office number;
- Identity.

To the following addresses:

1) **Main recipient**

- Administration of SMS: MAM-SMS@eursc.eu

2) **Recipient to be placed in copy**

- For Nursery and Primary cycles: LIST-MAM-SECRETARIAT-MAT-PRI@eursc.eu ;
- For Secondary cycle: LIST-MAM-SECRETARIAT-SECONDARY-CYCLE@eursc.eu

Any change in family situation (divorce, custody rights, etc.) **must be supported by legal documents, and changes of residence must be supported by an extended Certificate of Residence / Household Composition from the Commune.**

In case of a change in employer, administrative status or contract expiry date, please also attach a new certificate issued by your institution's Human Resources department in order to place you in the correct financial category.

Any supporting documents provided must be included in your child's file. These documents must be returned to the School as soon as possible by the child's legal representative(s). The undersigned undertakes to ensure the accuracy of the information provided and to notify the School of any changes.

We thank you in advance for your collaboration.

III. IMAGE RIGHTS: GENERAL INTRODUCTION

Our school has the opportunity to take photographs and make video recordings of our pupils when they take part in a wide range of school activities (e.g. shows, school trips, etc.).

The authorisations relating to your child(ren)'s image rights must be completed by the parents/legal representatives in the MySchool system (SMS).

We would like to make it clear that, without expressing your choices in SMS (agreement and/or refusal), as parents/legal representatives, you will not be able to access your child(ren)'s SMS profile(s) and related information.

In order to respect the privacy of your child(ren) and to comply with data protection legislation (the General Data Protection Regulation and applicable national legislation), we are legally obliged to obtain your prior authorisation before taking photographs and making video recordings of your child(ren) during the school year.

You must do this yourself. To help you with this process, you will find a description of each consent below (see point 4.c).

For any further information, please contact our Data Privacy Officer (DPO) by email at the following address: MAM-DPO-CORRESPONDENT@eursc.eu

IV. IMAGE RIGHTS

a) What is the image right?

Any individual has the right to control his image, i.e. that allow to identify him, whatever the medium of format used (photo, film, drawing, painting, sculpture, comics, video game, figurine, etc.).

To invoke that right, the main criteria is for a person to be recognizable, either by himself or his relatives.

The image of the body parts may, in some cases, be protected.

Sometimes the features of a person can be identifiable from the context, such as a picture's caption.

b) Consent

When a person is identifiable, his/her consent must be obtained beforehand to:

Take his picture: Before taking the picture of a person, it is necessary to obtain his consent;

Publish his picture: The fact that a person has agreed to be photographed does not automatically imply his consent to the publication, dissemination or use of his image.

N.B.: In the case of minors, the consent of the legal guardians must be requested. Even if the minor is deemed to be capable of discernment, the written and signed authorization of the child's legal representatives remains necessary for the dissemination of his picture, even in a School magazine.

1. Image rights: The use of picture at School

a) How the School obtain a valid consent from the parents?

Our School has the opportunity to take photographs and make video recording of our pupils while they participate to a wide range of school's activities (i.e.; shows, school trips, newsletter/gazette, Yearbook).

In order to respect the privacy of your child(ren) and to be compliant with data protection legislation (the General Data Protection Regulation and associated national legislation), we are legally obliged to obtain your prior authorization to take photographs and make video recordings of your child(ren) during the school year.

Valid for the current cycle, the parents/legal representatives provide online the requested consents through the SMS app.

b) How to access the parents Web SMS portal?

The school where your child(ren) is located sends you an e-mail with your login and password. With these credentials you can access the application from the following link: <https://sms.eurasc.eu/>

When you access the SMS application (Web parent), the consent must be entered for your children, or the access to the portal will be denied.

If you are defined as **legal responsible for the child**¹, a "Privacy Statement" is displayed. You are invited to read this document and confirm that you have read it.

¹ Information entered in the student's enrolment file

This operation must be done for each child of the family.

Until all consents are entered, you will be denied access to the portal.

c) Type of consents? (see Appendix 02)

1. Yearbook

I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes.

2. Newsletter/Gazette/Magazine

I give permission for the School to take photographs of my child and publish them in a local Newsletter/Gazette/Magazine of the School for communication purposes and in the interest of sharing educational activities carried out by the pupils.

3. Website

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and publish them on the Website of the School for communication and school-related advertising purposes.

4. Communication to parents/Class activities

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and share them with the parents of the class electronically (SharePoint or through an email with a link to the parents concerned, with an expiry date) for communication purposes.

5. Communication to parents and teachers/Joint activities

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of year shows, Christmas show, school activities and trips) and share them with the School's parents and teachers electronically (SharePoint or through an email with a link to the parents/teachers, with an expiry date) for communication purposes.

6. Association of name

In case I agree to one or more of the above-mentioned options, I also give permission for the School to associate the name of my child with the photograph that is published (i.e., to congratulate a child when he/she won a competition or a prize), for communication purposes.

The consent form available on SMS namely authorises the School:

- Take pictures during **“School activities”**: a generic term to allow teachers to photograph pupils in class and not only during school trips/shows;
- **Share** them through **School’s authorised tools only** as Sharepoint, OneDrive, etc. ... The School prohibits, in that regard, the use of social media (WhatsApp, Facebook, Twitter, Instagram, etc. ...);
- The retention period has been set to **one (1) year**. All photos from the previous school year are to be erased by **31 December at the latest**.
- The consent form is **valid for the cycle** (Nursery, Primary or Secondary) and must be renewed for the next cycle (Primary or Secondary).
- It can be modified at any moment by sending an email to the School’s DPO.
 - The School cannot respond to requests for exceptions (e.g. sending an email to a teacher to exceptionally authorise the taking of images of their child at a specific event when the choice indicated in the SMS is "Rejected"). Only modifications of the SMS form, and at your request, will be managed.

d) Who can give the consents?

- Persons who are defined as responsible for the child.
- In the case where both parents are defined as responsible, the first person accessing the portal must give consent. Automatically, an email is sent to the second person in charge to inform them that the consents have been entered.
- In the case of a divorce/separation/shared custody, the first person to access the portal must give consent. Automatically, an email is sent to the second responsible person to inform them that the consents have been entered.

e) When to give consent ?

- When the child is enrolled in school;
- When the child changes cycles:
 - Nursery to Primary,
 - Primary to Secondary
- When the child changes schools.

f) How to modify consents?

For any change in consent, you should contact the school's DPO to make your request via the e-mail address: MAM-DPO-CORRESPONDENT@eursc.eu

g) SMS: Request of new access codes

At the beginning of the school year, or when the pupil is registered, parents/legal representatives receive their SMS activation codes.

To request new passwords and access codes for SMS, please send an email to the following address: MAM-SMS@eursc.eu

2. Pictures taken by parents during School events

The School hasn't banned parents from taking photos at School events. This seemed indeed somewhat unreasonable as most parents take these kinds of pictures for memory's sake and do not intend to post or publish them online.

The taking of pictures at School activities, such as the Christmas concert, plays, Springfest, etc., by parents is considered as "household activity" under GDPR, i.e. processing of personal data by a "natural person in the course of a purely personal or household activity" with no connection to a professional, business or commercial activity, that falls outside its scope.

Recital 18 of GDPR specifies moreover that "*Personal or household activities could include [...] **social networking and online activity** undertaken within the context of such activities*".

In other words, a parent who captured the image of another child while snapping his own at a School event could publish that picture on his Facebook account (given that his account is private). This does not prohibit the parent of that other child, who would be uncomfortable with such publication, to ask said parent to remove the photo from her social account.

The School cannot intervene in the data sharing of pictures taken by parents during School activities as it is not the "Data controller".

3. School outings: case of the accompanying parents

On school outings, parents/legal representatives often accompany classes to help supervise the pupils. Although this is also a "school activity", the accompanying persons are **NOT ALLOWED** to take photographs of pupils.

V. PUPILS ICT CHARTER

At the beginning of the school year, you received the activation codes (SMS and Office 365 in particular) for your children.

In a spirit for transparency and cooperation, the Office of the General Secretariat of the European Schools (OSG) has set up a Charter for the use of computer resources and devices known as the ICT Charter. The purpose of the course is to inform pupils and parents/legal representatives about the correct use and the rules to be followed.

We also invite you to read this document via one of the following links:

Version Française : [Lien vers Charte ICT des élèves - Version FR](#)

English Version : [Link to Pupils ICT Charter - EN Version](#)

Deutsche Version : [Link zu ICT-Charta Schüler - DE Version](#)

1) PRIMARY CYCLE: P4 and P5

The School, however, is aware that children of P4 and P5 are still young to understand their significance.

Nevertheless, they have acquired a certain autonomy in the handling of computer tools.

Therefore, we ask you to carefully review the charter with your child so that he/she can measure the importance of the different points.

We are confident that the aforementioned rules are already being followed and enforced by you and your child.

2) SECONDARY CYCLE

Pupils in the Secondary cycle have acquired a certain degree of autonomy in the use of ICT tools.

We ask you and your child to read through the charter carefully in order to fully understand the importance of the Charter.

We are confident that these listed rules were already respected and applied by you and your child.

VI. COMPULSORY SCHOOL TRIPS

The European Schools are a *sui generis* intergovernmental organisation. Their purpose is to provide children with quality teaching and learning, in the public interest

Our objective is to help all our students become true citizens of the world by immersing them in multilingual and multicultural education. In this context, non-compulsory trips are offered to students to broaden their fields of knowledge and understanding through a direct immersion in a defined place (city, region or country).

These trips are a compulsory part of the European Schools program and have the approval of the Education Council of the concerned cycle of the school (Primary and Secondary). As indicated above, the purpose of the European Schools is to provide children with quality teaching and learning, in the public interest.

Therefore, the processing of the collected personal data, is necessary for the performance of a task carried out in the public interest, pursuant to the Convention defining the Statute of the European Schools, the General Rules of the European Schools and the Regulations for the European Baccalaureate (available for consultation on the European Schools' website).

Compulsory school trips in Primary cycle are for levels P2, P3, P4 and P5.

Compulsory school trips in Secondary cycle are for levels S2, S5 and S6.

For each pupil/student, a file will be established. As a result, personal data of students and their Parents/Legal Representatives will be collected through various documents. The European School of Luxembourg II (hereinafter referred to as "the School") is committed to respecting your privacy and meeting the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as "GDPR").

According to Article 4 (7) of the GDPR, the 'controller' is the natural or legal person, public authority, service or other body which, alone or jointly with others, determines the purposes and means of the processing. Knowing that each European School has its own legal personality, the Director of each School is considered the responsible person.

This Privacy Statement informs you about how the School processes personal data collected as part of this activity. Thus, it describes the types of personal data that the School may collect, explains why the School processes such personal data, and specifies your rights with respect to the personal data collected.

1. Data collected

The Personal Data collected are the following:

- Student: Name; First name; Class; date of birth; Gender and exact identity present on the identity card and/or passport; Picture, Postal address, Physical data (height, shoe size, etc. ... especially during snow classes for equipment rental), Medical data (in particular in case of allergies, drug treatment to be followed, emergency medication, etc.)

N.B.: Gender will be used in particular for the organisation of rooms in hotels.

- Parents/legal representatives: Name; First name; Bank data (for the payment); private phone number(s), professional phone number, signature.

N.B.: The phone numbers will be used to contact you in case of emergency.

2. Documents to be attached to the file

1) PRIMARY Cycle

- Identity card or passport of the pupil (to be given to the teacher the day of departure);
- Copy of vaccination certificate;
- Authorisation to leave the territory (issued by the municipality);
- Copy of health insurance card (health card);

2) SECONDARY Cycle

- Copy of the passport or identity card;
- Authorisation to leave the territory (issued by the municipality);
- Copy of the health card;

During the trip, students are asked to bring the original documents with them. It is recommended that they place them in a small wallet.

3. Purposes of data processing

- Manage the registrations;
- Manage payments;
- Organise the trip (transport reservation, hotel reservations, etc.);
- Contact Parents/Legal Representatives in case of emergency;
- Inform local rescue units in case of necessity and/or emergencies (medical data);
- Ensure that all necessary travel documents have been given to teachers.

4. Data sharing

The names, first names and genders of the students will be communicated to the travel agency.

For organisational reasons, the travel agency will in turn communicate them to transport companies (aircraft, buses, other if applicable), hotels and places of stay, possible guides, etc....

Moreover, depending on the location of specific visits, such as institutions and/or scientific research centers (for example: United Nations Office in Geneva, European Organization for Nuclear Research (known as CERN), etc.), these locations will collect additional personal data to allow pupils to access it and/or create access badges.

In a context of enhanced security, the following additional information may potentially be requested:

- *First Name;*
- *Last Name;*
- *Date of birth;*
- *Email address (in order to send the badge);*
- *Passport number or number ID card of the pupil;*
- *Pupil's Nationality;*
- *Validity Date of Pupil's Passport or ID card;*
- *A picture (For example: in respect of Photograph specifications for UN grounds pass).*

5. Data retention periods

1) Documents to be attached to the file

Copies of the passport or identity card, the authorisation to leave the territory (issued by the municipality) and the health card will not be kept beyond the trip.

2) Medical Information

This information will not be kept beyond the trip.

3) Payment Information

Applications for registration and proof of payment will be kept for ten (10) years.

6. Image right

During the trip, the teachers may take photos and/or film your children.

Your authorisations will be based on the choice made in SMS:

“Communication to parents and teachers/Joint activities

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of year shows, Christmas show, school activities and trips) and share them with the School's parents and teachers electronically for communication purposes.”

7. Exercise of your rights

With regard to the processing of your personal data, you have the right to information and the right to access your personal data. You also have the right to rectification, right to erasure of your data, and you also have the right to object to their processing.

When the School processes personal data with your consent, this consent may be withdrawn at any time. In order to facilitate the exercise of your rights, you can send your request to our Data Protection Correspondent: MAM-DPO-CORRESPONDENT@eursc.eu

8. Additional information

We also invite you to consult the [Privacy Statement of the European School Luxembourg II](#)

VII. NON-COMPULSORY SCHOOL TRIPS

Our school is a European school. It welcomes all students, from toddlers to young adults.

Our objective is to help all our students become true citizens of the world by immersing them in multilingual and multicultural education. In this context, non-compulsory trips are offered to students to broaden their fields of knowledge and understanding through a direct immersion in a defined place (city, region or country).

The participation of a student in these trips is conditioned by the prior authorisation of his/her Parents/Legal Representatives. Therefore, to the extent that travel is not mandatory, taking a voluntary approach to registering the child constitutes consent on the part of the Parents/Legal Representatives.

Following the request to participate, a file will be established. As a result, personal data of students and their Parents/Legal Representatives will be collected through various documents. The European School of Luxembourg II (hereinafter referred to as "the School") is committed to respecting your privacy and meeting the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as "GDPR").

According to Article 4 (7) of the GDPR, the 'controller' is the natural or legal person, public authority, service or other body which, alone or jointly with others, determines the purposes and means of the processing. Knowing that each European School has its own legal personality, the Director of each School is considered the responsible person.

This Privacy Statement informs you about how the School processes personal data collected as part of this activity. Thus, it describes the types of personal data that the School may collect, explains why the School processes such personal data, and specifies your rights with respect to the personal data collected.

1. Data collected

The Personal Data collected are the following:

- Student: Name; First name; Class; date of birth; Gender and exact identity present on the identity card and/or passport; Medical data (in particular in case of allergies, drug treatment to be followed, emergency medication, etc.)

N.B.: Gender will be used in particular for the organisation of rooms in hotels.

- Parents/legal representatives: Name; First name; Bank data; telephone number(s)

2. Documents to be attached to the file

- Copy of the passport or identity card;
- Authorisation to leave the territory (issued by the municipality);

- Copy of the health card;

During the trip, students are asked to bring the original documents with them. It is recommended that they place them in a small wallet.

3. Purposes of data processing

- Manage applications for registration;
- Manage payments;
- Organise the trip (transport reservation, hotel reservations, etc.);
- Contact Parents/Legal Representatives in case of emergency;
- Inform local rescue units in case of necessity and/or emergencies (medical data);
- Ensure that all necessary travel documents have been given to teachers.

4. Data sharing

The names, first names and genders of the students will be communicated to the travel agency.

For organisational reasons, the travel agency will in turn communicate them to transport companies (aircraft, buses, other if applicable), hotels and places of stay, possible guides, etc....

Moreover, depending on the location of specific visits, such as institutions and/or scientific research centers (for example: United Nations Office in Geneva, European Organization for Nuclear Research (known as CERN), etc.), these locations will collect additional personal data to allow pupils to access it and/or create access badges.

In a context of enhanced security, the following additional information may potentially be requested:

- *First Name;*
- *Last Name;*
- *Date of birth;*
- *Email address (in order to send the badge);*
- *Passport number or number ID card of the pupil;*
- *Pupil's Nationality;*
- *Validity Date of Pupil's Passport or ID card;*
- *A picture (For example: in respect of Photograph specifications for UN grounds pass).*

5. Data storage

In European Union.

6. Data retention periods

- 1) Documents to be attached to the file

Copies of the passport or identity card, the authorisation to leave the territory (issued by the municipality) and the health card will not be kept beyond the trip.

2) Medical Information

This information will not be kept beyond the trip.

3) Payment Information

Applications for registration and proof of payment will be kept for ten (10) years.

7. Image right

During the trip, the teachers may take photos and/or film your children.

Your authorisations will be based on the choice made in SMS:

“Communication to parents/Class activities

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and share them with the parents of the class electronically (SharePoint or through an email with a link to the parents concerned, with an expiry date) for communication purposes.”

Or,

“Communication to parents and teachers/Joint activities

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of year shows, Christmas show, school activities and trips) and share them with the School’s parents and teachers electronically for communication purposes.”

8. Exercise of your rights

With regard to the processing of your personal data, you have the right to information and the right to access your personal data. You also have the right to rectification, right to erasure of your data, and you also have the right to object to their processing.

When the School processes personal data with your consent, this consent may be withdrawn at any time. In order to facilitate the exercise of your rights, you can send your request to our Data Protection Correspondent: MAM-DPO-CORRESPONDENT@eursc.eu

9. Additional information

We also invite you to consult the [Privacy Statement of the European School Luxembourg II](#)

VIII. SOCIAL FUND

The European School Luxembourg II organises school trips for various sections. Nevertheless, our school is aware that, for various reasons, some students do not have all the resources necessary to finance these activities.

In conjunction with the Parents' Association of the European School Luxembourg II (APEEEL2), the school has set up a Social Fund to help you. In order to benefit from financial aid from the Social Fund for compulsory school trips, a form must be completed and returned in a confidential envelope, together with all supporting documents, to our School.

The application will be examined by the school's Deputy Director of Administration and Finance.

If a grant is awarded, the school will inform the APEEEL2 of your identity (surname and first name), that of your spouse (also surname and first name), your bank details and the amount allocated to the APEEEL2. APEEEL2 will then make a direct transfer to your bank account. This will also ensure that there is a follow-up between the two (2) structures represented by the School and the Parents' Association.

The European School of Luxembourg II (hereinafter referred to as 'the School') is committed to respecting your privacy and meeting the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as 'GDPR').

According to Article 4 (7) of the GDPR, the 'controller' is the natural or legal person, public authority, agency or other body which alone or jointly with others determines the purposes and means of the processing. As each European School has its own legal personality, the Head of each School is considered to be the controller.

A Declaration of Confidentiality informs you about the way in which the School handles personal data collected in the context of an application for aid via the Social Fund (link: [Fonds Social - Politique de confidentialité](#)). It describes the types of personal data that the School is likely to collect, explains why the School processes this personal data, and specifies your rights with regard to the personal data collected.

IX. MEDICAL VISITS

This visit complies with the Grand-Ducal Regulation of 24 October 2011 determining the content and frequency of school medical measures and examinations and the operation of the school medical-social team (amending that of 1987).

These visits take place every two (2) years, starting in 1st Nursery (M1) and continuing in Primary Cycle P1, P3 and P5. They are also carried out in the Secondary cycle, where pupils go for medical check-ups in S2, S4 and S6.

Medical records:

- The medical service does not accept the original vaccination card and declines all responsibility in the event of loss;
- No copy of the vaccination card will be issued by the medical service;
- When a pupil leaves the school, parents are asked to collect their medical record from the medical service.

Conduct of the medical examination:

First stage: Preparatory visit by school nurses

The children are first seen in preparation to be weighed and measured.

They are in their underwear.

Sight check;

Blood pressure check;

Urine analysis (on urine previously received);

Preparation lasts about 5 minutes per child.

The children are then invited back a few days later for a medical check-up with the school doctor.

Second stage: Medical examination by the school Doctor

Visits to Nursery and Primary schools are carried out two (2) mornings a week.

As specified on the sheets distributed to parents before each medical visit, the doctor carries out the following examinations:

1. General condition, skin examination;
2. Cardiopulmonary auscultation;
3. Abdominal examination;

4. Examination of the ears, throat and teeth;
5. Examination of the external genitalia (for boys);
6. Examination of the locomotor system.

The children are received in groups by the nurse (girls and boys separated). They are then examined, in their underwear, by the doctor on an individual basis.

After the visit, a letter is sent to the parents with the necessary information.

APPENDIX 01

Recipient	Purpose(s)	Given data(s)	Exercise your rights or additional information
B.N.L. (National Library of Luxembourg)	As the school's libraries are part of the Luxembourg G.D. library network, the School registers Pupils as readers.	Pupil: Name First name Date of birth Postal address Email address provided by the school to the Pupil	Send an email to: mam-dpo-correspondent@eursc.eu
Catering Provider (SODEXO)	Follow-up of Pupils' registrations with the catering department. Pupils whose parents do not remember that they benefit from this service are still registered as 'tartinists'.	Pupil: Name First name Pupil ID Class/Cycle Login O365 Parents/legal representatives: Name First name Postal address E-mail address Pay ID (allowing a frat to be grouped to the parent/legal representative who pays for the service)	Send an e-mail to: Dpo.group@sodexo.com Or to the DPO at: mam-dpo-correspondent@eursc.eu
	In case of Individualised Hosting Project (PAI) Only health records related to food allergies will be communicated to the provider	Pupil: Name First name Number of registration number Type(s) of allergy(s) Details of symptoms	
ATSEEE	Organisation of school transport	Postcodes of Pupils	Send an e-mail to: info@atseee.lu
APEEEL2	Management of access to the extracurricular Organisation of events Management in case of extracurricular injury	Name First name (parents, children and/or accompanying persons)	Send an e-mail to: Office@apeeel2.lu
Ministère de l'Education Nationale, de l'Enfance et de la Jeunesse (MEN)	Monitoring compulsory schooling in compliance with the <i>Loi du 20 juillet 2023 relative à l'obligation scolaire</i>	Pupil: School year Pupil national Luxembourgish number Date of enrolment Date of deregistration	Send an email to: mam-dpo-correspondent@eursc.eu

Recipient	Purpose(s)	Given data(s)	Exercise your rights or additional information
Photographer of the School	<p>Taking, printing and distributing the photographs of the Pupils of the School.</p> <p>Printing photos.</p> <p>Printing badges, Secondary Pupils, intended to be used within the School to access and/or leave the site and for lending books to the library.</p>	<p>Pupil:</p> <p>Name First name Date of birth Class Locker number Pupil ID number Library code Exit codes Photography</p>	<p>Send an e-mail to the School's DPO:</p> <p>mam-dpo-correspondent@eursc.eu</p>
Category 1 Employers	Payment of tuition fees	<p>Pupil:</p> <p>Name First name Date of birth Class</p> <p>Parents/legal representatives:</p> <p>Name First name</p>	Getting closer to your employer(s)
Category 2 Employers	Payment of tuition fees	<p>Pupil:</p> <p>Name First name</p>	Getting closer to your employer(s)
Travel agency(s)	<p>Organisation of school trips:</p> <p>Reservation of transport; Reservations of hotels and places of stay; Reservation of equipment (example: ski equipment) Etc....</p>	<p>Pupil:</p> <p>Name First name Date of birth Class Gender (will be used in particular for the organisation of rooms in hotels) Exact identity present on the identity card and/or passport; Medical data (especially in case of food allergies)</p> <p>Depending on the trip, the following information may be communicated:</p> <p>Identity card and/or passport number (booking of a flight); Physical data (size, size, etc., in particular during snow classes for the rental of equipment);</p> <p>In case of non-participation of a Pupil for medical reasons, the travel agency will request a copy of a medical certificate</p>	<p>Send an e-mail to the School's DPO:</p> <p>mam-dpo-correspondent@eursc.eu</p>

APPENDIX 02



Schola Europaea

SMS – Consents description

1. Yearbook

I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes.

2. Newsletter/Gazette/Magazine

I give permission for the School to take photographs of my child and publish them in a local Newsletter/Gazette/Magazine of the School for communication purposes and in the interest of sharing educational activities carried out by the pupils.

3. Website

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and publish them on the Website of the School for communication and school-related advertising purposes.

4. Communication to parents/Class activities

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and share them with the parents of the class electronically (SharePoint or through an email with a link to the parents concerned, with an expiry date) for communication purposes.

5. Communication to parents and teachers/Joint activities

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of year shows, Christmas show, school activities and trips) and share them with the School's parents and teachers electronically (SharePoint or through an email with a link to the parents/teachers, with an expiry date) for communication purposes.

6. Association of name

In case I agree to one or more of the above-mentioned options, I also give permission for the School to associate the name of my child with the photograph that is published (i.e., to congratulate a child when he/she won a competition or a prize), for communication purposes.

SMS – Consents description



Schola Europaea

Office of the Secretary-General

General Secretariat

Ref.:

Orig.: FR

Version: EN

Parent Web Portal (SMS) Consent Guide

Dear parents/legal representatives,

We have the opportunity to take photographs and make video recording of our pupils while they participate to a wide range of schools activities (i.e.; shows, school trips, newsletter/gazette, Yearbook).

In order to respect the privacy of your child(ren) and to be compliant with data protection legislation (the General Data Protection Regulation and associated national legislation), we are legally obliged to obtain your prior authorization to take photographs and make video recordings of your child(ren) during the school year.

It is likely that the School already requested your consent for the photographs and videos. We must renew this approach, which is now carried out online and valid for the current cycle, to ensure that all the parents/legal representatives have provided the requested consents.

In order for you to be able to introduce these consents yourself, we have implemented a new function in the SMS Web Parent application.

What is the parent web portal?

The parent SMS web application is a portal that allows parents to view different information related to their children:

The screenshot displays the parent web portal interface. At the top left is the logo for 'SCHOLAEUROPAEA' with a stylized 'SE' and a European Union flag. The user is logged in as 'Mr PARENT A PARENT A' with links for 'edit my account' and 'logout'. A left-hand navigation menu includes: Overview, My Contact Details, My Files, Schedule, Current student: TESTING A, John (dropdown), Course Diary, Course Info, Graded Exercise, Term Reports, and a red 'HELP' button. The main content area is titled 'Announcements' and shows 'no active announcements'. Below this is a section for 'Consent' with a contact email 'UCC-DPO-CORRESPONDENT@eursc.eu'. It lists several items with status indicators: Yearbook (Given), Newsletter/Gazette/Magazine (Rejected), Website (Given), Communication to parents/Class activities (Rejected), Communication to parents and teachers/ Joint activities (Given), and Association of name (Given). Further down, there are sections for 'Assignments due within the next 14 days' (No assignments due), 'Assignments graded over the last 14 days' (No exercises were graded during this period), and 'Attendance issues over the last 14 days' (No absences were recorded during this period).

- Schedule
- Absence
- Assignment
- Bulletins
- Reports....

How to access the parent Web SMS portal?

The school where your child(ren) is located sends you an e-mail with your login and password. With these credentials you can access the application from the following link: <https://sms.eursc.eu/>

When you access the SMS application (Web parent), the consent must be entered for your children, or the access to the portal will be denied.

If you are defined as responsible for the child, the "Privacy Statement" is displayed. You are invited to read this document and confirm that you have read it.



Logged in as Pere Testing | [edit my account](#) | [reset impersonation](#) | [logout](#)

Consent for the use of photographs and videos (SMS)

Dear parents/legal representatives,

We have the opportunity to take photographs and make video recording of our pupils while they participate to a wide range of schools activities (i.e.: shows, school trips, newsletter/gazette, Yearbook).

In order to respect the privacy of your child(ren) and to be compliant with data protection legislation (the General Data Protection Regulation and associated national legislation), we are legally obliged to obtain your prior authorization to take photographs and make video recordings of your child(ren) during the school year.

Although children like to be photographed and filmed, and their families like to see them during the various school activities, we will respect your choice if you do not want the images to be distributed, therefore and in the interest of an efficient and transparent administration, we need every parent/legal representative to complete the questions of the so-called tab "Legal" in SMS.

It is likely that the School already requested your consent for the photographs and videos. We must renew this approach, which is now carried out online and valid for the current cycle, to ensure that all the parents/legal representatives have provided the requested consents.

As you probably know, it is very difficult to exclude children from group shots being taken during school joint activities that gather several classes or linguistic sections such as shows, concerts or school trips.

In case we do not receive authorization, please be informed that the School does not have the necessary resources to blur your child's face in video recordings, when he/she participates to such joint school activities. By participating to these joint activities, you agree that any video recordings where your child(ren) may appear could be shared with the School's teachers and parents.

These explanations are for the parents/legal representatives to understand why the School has to request consent and what are the practical measures the School will have to implement to comply with its legal obligations.

Please see below for information on the use of photographs and video recordings.

General Information

The different types of consents provided in the so-called tab "Legal" will be valid for the current cycle (Nursery, Primary or Secondary) and will have to be renewed for the next cycle (Primary or Secondary).

You may withdraw your consent at any time by contacting the School's Data Protection Officer Correspondent: XXX-DPO-CORRESPONDENT@eursc.eu

(XXX corresponding to your School's initials: ALI, BER, FRF, IXL, KAR, LAE, LUX, MAM, MOL, MUN, UCC, VAR, WOL)

At the end of each civil year, the School will erase the photographs and video recordings allowing facial recognition of the children who gave their consent and were taken during the past school year ¹.

Photographs that do not identify pupils and class group photographs will be safely and indefinitely retained for historical purposes.

In the event that photographs need to be taken or video recordings need to be made during situations that are not covered by the so-called tab "Legal", we will contact you to require your prior authorization.

Photographs and video recordings taken during the 2018-2019 school year, will be erased at the end of 2019. The next year, photographs and video recordings taken during the 2019-2020 school year will be erased at the end of 2020.

I have read and understood the Privacy Statement

For each child for whom consents are required, you must enter them.

 Logged in as Pere Testing | [edit my account](#) | [logout](#)

Testing TestingD

Yearbook

I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes I give my consent
 I do not give my consent

Newsletter/Gazette/Magazine

I give permission for the School to take photographs of my child and publish them in the local Newsletter/Gazette/Magazine of the School for communication purposes and in the interest of sharing educational activities carried out by the pupils I give my consent
 I do not give my consent

Website

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and publish them on the Website of the School for communication and school-related advertising purposes I give my consent
 I do not give my consent

Communication to parents/Class activities

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and share them with the parents of the class electronically (SharePoint or through an email with a link to the parents concerned, with an expiry date) for communication purposes I give my consent
 I do not give my consent

Communication to parents and teachers/ Joint activities

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of the year shows, Christmas show, school activities and trips) and share them with the School's parents and teachers electronically (SharePoint or through an email with a link to the parents/teachers, with an expiry date) for communication purposes I give my consent
 I do not give my consent

Association of name

In case I agree to one or more of the above-mentioned options, I also give permission for the School to associate the name of my child with the photograph that is published (i.e., to congratulate a child when he/she won a competition or a prize), for communication purposes I give my consent
 I do not give my consent

testing TestingC

Yearbook

I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes I give my consent
 I do not give my consent

Newsletter/Gazette/Magazine

I give permission for the School to take photographs of my child and publish them in the local Newsletter/Gazette/Magazine of the School for communication purposes and in the interest of sharing educational activities carried out by the pupils I give my consent
 I do not give my consent

Website

I give permission for the School to take photographs and make video recordings of my child during school activities and trips, celebrations and other school events and publish them on the Website of the School for communication and school-related advertising purposes I give my consent
 I do not give my consent

Communication to parents/Class activities

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 I do not give my consent

Communication to parents and teachers/ Joint activities

I give permission for the School to take photographs of my child during joint activities gathering several classes or linguistic sections (i.e., end of the year shows, Christmas show, school activities and trips) and share them with the School's parents and teachers electronically (SharePoint or through an email with a link to the parents/teachers, with an expiry date) for communication purposes I give my consent
 I do not give my consent

Association of name

In case I agree to one or more of the above-mentioned options, I also give permission for the School to associate the name of my child with the photograph that is published (i.e., to congratulate a child when he/she won a competition or a prize), for communication purposes I give my consent
 I do not give my consent

Until all consents are entered, you will be denied access to the portal.

Who can give the consents?

- Persons who are defined as responsible for the child.
- In the case where both parents are defined as responsible, the first person accessing the portal must give consent. Automatically, an email is sent to the second person in charge to inform them that the consents have been entered.
- In the case of a divorce/separation/shared custody, the first person to access the portal must give consent. Automatically, an email is sent to the second responsible person to inform them that the consents have been entered.

When should consent be given?

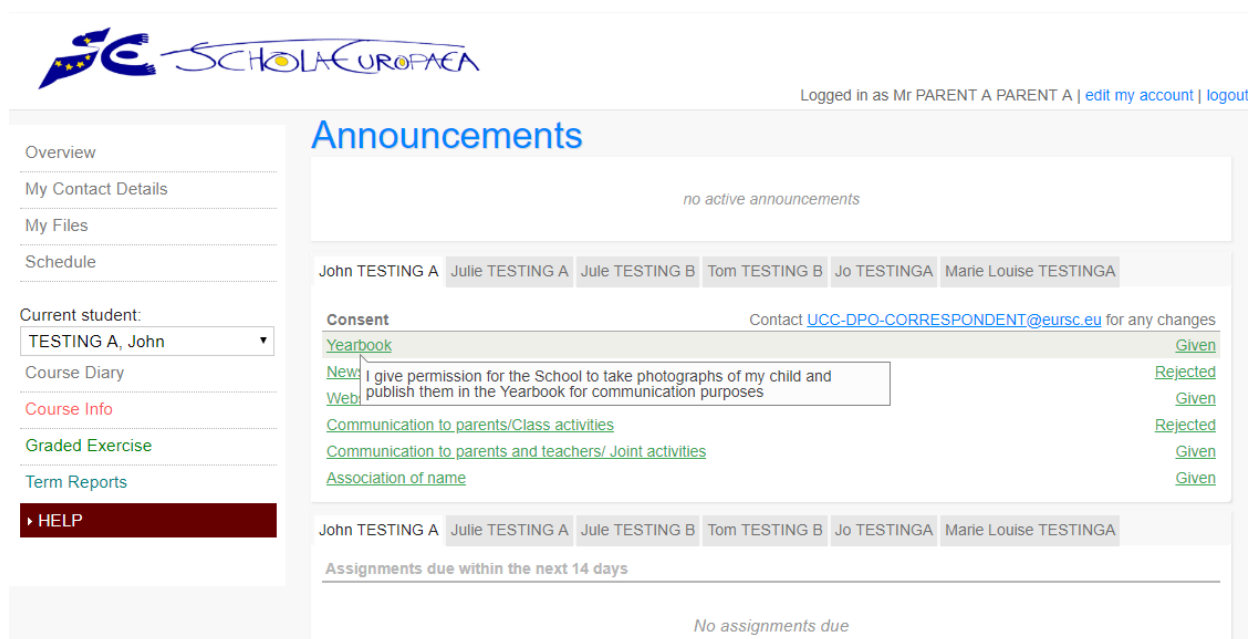
- When the child is enrolled in school;
- When the child changes cycles:
 - Nursery to Primary,
 - Primary to Secondary
- When the child changes schools.

How to change consents?

For any change in consent, you should contact the school's DPO to make your request via the e-mail address: MAM-DPO-CORRESPONDENT@eursc.eu

Once the consents have been entered, you can view them at any time. In the main page, you will find one tab per child.

By clicking on the title of the consent, you can see what the consent is for and the status.



The screenshot shows the parent portal interface for Eursc. At the top left is the Eursc logo and the text 'SCHOLAEUROPAEA'. On the right, it says 'Logged in as Mr PARENT A PARENT A | [edit my account](#) | [logout](#)'. The main content area is titled 'Announcements' and shows 'no active announcements'. Below this is a table of consents for the current student, John TESTING A. The table has columns for the consent title and its status. The consent 'Yearbook' is marked as 'Given'. A 'New!' tooltip is visible over the 'Yearbook' row, stating: 'I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes'. Other consents include 'Communication to parents/Class activities' (Rejected), 'Communication to parents and teachers/ Joint activities' (Given), and 'Association of name' (Given). The bottom of the page shows 'Assignments due within the next 14 days' with 'No assignments due'.

Consent	Status
Yearbook	Given
New! I give permission for the School to take photographs of my child and publish them in the Yearbook for communication purposes	Rejected
Communication to parents/Class activities	Rejected
Communication to parents and teachers/ Joint activities	Given
Association of name	Given

By clicking on the status, you can see who gave consent and when.



Logged in as Mr PARENT A PARENT A | [edit my account](#) | [logout](#)

Overview

My Contact Details

My Files

Schedule

Current student:
TESTING A, John

Course Diary

Course Info

Graded Exercise

Term Reports

HELP

Announcements

no active announcements

John TESTING A Julie TESTING A Jule TESTING B Tom TESTING B Jo TESTINGA Marie Louise TESTINGA

Consent Contact UCC-DPO-CORRESPONDENT@eursc.eu for any changes

Yearbook	Given
Newsletter/Gazette/Magazine	Given by PARENT A, PARENT A on the 10/09/2019 15:10:18 led
Website	Given
Communication to parents/Class activities	Rejected
Communication to parents and teachers/ Joint activities	Given
Association of name	Given

John TESTING A Julie TESTING A Jule TESTING B Tom TESTING B Jo TESTINGA Marie Louise TESTINGA

Assignments due within the next 14 days

No assignments due