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**Citizenship Actions for All Programme (CAAP) 2023-24 Contract**

**Between:**

**Name of the organisation:**

Person responsible for the placement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title / Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Name: EUROPEAN SCHOOL LUXEMBOURG II**

School Address: 6, rue Gaston Thorn L-8268 Bertrange (Luxembourg)

Represented by:

* CAAP Coordinator/Teacher: M. TRINIDAD PEREZ PINTO.
* Tel (insert contact details of school): 00.352.273.224. 4222

**The Student:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student under the age of 18 is represented by:

* Name of legal representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile phone:

**It is agreed that:**

***Article 1***

The company or organisation given above accepts the student of the European School Luxembourg II

on a community experience as part of their participation on the CAAP citizenship programme.

***Article 2***

The CAAP experience will commence from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Article 3***

The person responsible for the student to contact during the course of his/her work experience:  
E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Article 4***

The coordinator of the CAAP in European School Luxembourg II is

Ms. M. Trinidad Pérez-Pinto. [maria-trinidad.perez-pinto@eursc.eu](mailto:maria-trinidad.perez-pinto@eursc.eu)

***Article 5***

The company or organisation given above undertakes to inform the management of the school of any problem that may arise during the period of the placement.

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***Article 6***

Within the context of the present placement contract, the student will continue to be the responsibility of the school at which he/she is enrolled. There shall be no employment contract between him/her and the company or organisation.

This has the following consequences:

* The student remains entirely under school status and, as such, does not receive any remuneration.
* The student is, for the entire duration of the placement and under the conditions of this agreement, insured under the terms of the insurance contract taken out by the school.
* The company or organisation will ensure that it informs its insurance company of the presence of a trainee in order to cover him/her in the event of an accident occurring during the placement.

***Article 7***

The above-named company or organisation undertakes to inform the management of the school/and or the organisation responsible for health and safety of any problem of a medical nature which comes to light during the student’s presence in the company or organisation.

***Article 8***

The student agrees to conform to the work rules in force in the company or organisation and to the arrangements relating to health, safety and security. The student also agrees to respect the rule of confidentiality, as expected of the company or organisation.

***Article 9***

The above-mentioned information will be processed for the execution of the object of the contract. Hence, the legal basis for the processing of your personal data relies on article 6, §1, (b) of the GDPR “Performance of a contract”. The information will be processed securely by the school administration and will be kept for the duration of the contractual relationship.

With respect to the processing of your personal data you have the rights to be informed and to access your personal data. You also have the rights to rectification, erasure and to object to the processing. If you consider that the School has not complied with the data protection laws applicable (including the GDPR) or that your rights have been infringed as the result of the processing of your personal data, you have the right of recourse and can contact the [National Supervisory Data Protection Authority](http://www.autoriteprotectiondonnees.be/).

If you have any questions about we process your personal data, you may contact our Data Protection Officer: [MAM-DPO-CORRESPONDENT@eursc.eu](mailto:MAM-DPO-CORRESPONDENT@eursc.eu)

**Please complete:**

**Parent/Guardian:**

................................................................................. (Signature of parent/guardian)

................................................................................. (Printed name) Date ............. / ............ /...........

**Student:**

................................................................................. (Student)

................................................................................. (Printed name) Date ............. / ............ /.......

**Organisation/Company:**

................................................................................. (Signature of placement/organisation/company)

................................................................................. (Printed name) Date ............. / ............ /...........

**School:**

................................................................................. (Signature/stamp of school)

EUROPEAN SCHOOL LUXEMBOURG II (Printed name) Date ............. / ............ /...........