



DATA PRIVACY NOTICE FOR PARENTS

Please read this Privacy Notice carefully. It explains why and how we collect your child's and your personal information, how we protect it and for how long we keep it. We keep your data as safe as reasonably possible and protect it from loss and unauthorized disclosure or access and we treat your personal data subject to strict compliance with the applicable data protection legislation, in particular the General Data Protection Regulation 2016/679 of 27 April 2016 ('AVG').

Who will process my personal data?

The controller for your personal data is the following legal entity:

International School of Flanders VZW

Chaussee de Waterloo 280, 1640 Rhode Saint Genese, Belgium

Company number: 0825.843.944

Hereafter mentioned, The School.

What is the purpose for the processing of my personal data?

The School processes personal data, whether or not in paper, electronic or automated form, for legitimate purposes. These purposes include, but are not limited to:

- To offer qualitative education to students;
- Process the contract between the School and the family;
- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day to day administration;
- Looking after students' educational, social and medical wellbeing;
- Marketing for the School; and
- To satisfy the School's legal obligations and allow the School to discharge its duty of care.

What is the legal basis for the processing of my personal data?

Your personal data will be processed on the basis of the following legal grounds:

1. The school gains consent to use personal data upon admission to the school.
2. Processing is necessary for the performance of the contract between the school and your family.
3. Processing is necessary for compliance with a legal obligation, both European and Belgian law.
4. Processing is necessary for the performance of a task carried out in the public interest.

Which categories of personal data will be processed?

Personal data includes all information that relates to your child or on the basis of which they can be identified. Anonymous data, without the possibility to identify your child, is therefore not considered to be personal data.

For the purposes as mentioned above, the processing of personal data includes:

- standard information regarding your identity or the identity of your child (name, first name (s), address ...);
- Information relating to your child's health and child protection
- information relating to your child's education such as academic data related to academic results
- photos/ images of your child
- financial information (such as bank accounts)
- family situation



The school may occasionally process, where required by law, sensitive data, including National registration numbers, contact details, data on health, and data revealing ethnic origin and mother tongue.

Who will have access to my personal data?

Internal use

Your personal data will be used by the administration team and selected data deemed necessary by the teachers. The School's staff are required to respect the confidentiality of students', parents' and guardians' personal information and the privacy of individuals. The School has in place steps to protect the personal information the Schools holds from misuse, interference, loss, unauthorised access, modification or disclosure, by use of various methods including locked storage of paper records and pass worded rights to computerised records.

External use

For the above-mentioned purposes, personal data can be communicated to and possibly processed by third parties such as (but not limited to) the government; the insurer; Cambridge Exams Centres, School photographer, education specialists and educational apps.

The service providers or institutes mentioned above and the specialist service providers appointed by them must respect the confidential nature of this data and may only use this data in accordance with the instructions of the school.

How long will my personal data be stored?

Your personal data will be kept for 25 years to enable us to provide school records to other educational institutions in the future.

What rights do I have regarding the processing of my personal data by the school?

You have the right to contact the school at any time with the request to:

- Access, rectification or erasure of your personal data (unless otherwise stated by law);
- Limitation of or objection regarding data processing or transmission;
- Withdraw your consent for data processing as long as it does not impact on the school being about to fulfil its legal and contractual liabilities
- Receive your personal data to pass it on to another responsible person insofar as the processing is based on your consent or a contract ('right to transferability');
- Submit a complaint to the school or supervisory authority if you believe that the school has not acted in accordance with the data protection legislation.

Your contact person at the school for any further information about these rights

Belinda Yates

Head of School

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Amendments

We reserve the right to change this Privacy Notice from time to time, within the limits of applicable privacy and data protection regulations.

Dated 25 May, 2018