



Dear Parents/Legal Representatives,  
Dear Pupils,

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 pupils become true citizens of the world by immersing them in multilingual and multicultural education. In this context, non-compulsory trips are offered to pupils 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 P3, P4 and P5.

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

For each pupil/pupil, a file will be established. As a result, personal data of pupils and their Parents/Legal Representatives will be collected through various documents. The European School of Luxembourg I (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:

- Pupil: 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, pupils 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 pupils 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.

Depending on the situation and the nature of the trips, your authorisations will be based on the choices 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.”*

## **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. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. In order to facilitate the exercise of your rights, you can send your request to our Data Protection Correspondent: [LUX-DPO-CORRESPONDENT@eursc.eu](mailto:LUX-DPO-CORRESPONDENT@eursc.eu)

## **8. Additional information**

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