

# Compliance Protection of Personal Data within the GDPR

## Information on the protection of children and their parents / guardians with regard to the processing of personal data

Please read carefully the following information for the processing of personal data in the context of your child's education at our school, in accordance with the provisions of the European Union General Regulation 2016/679 and the Greek legislation.

### 1. Categories of Personal Data to be processed

Our school processes (receives, maintains and uses) the following categories of personal data:

- 1) Details of your child (name, surname, maiden name, address, birth certificate, marital status, etc.) and other personal data provided by applicable legislation (Male or Municipal Registry, Religion, .
- 2) Your identity and contact details (full name, surname, maiden name, home address, telephones, e-mail address) as well as data required for the issue of the legal tax returns (AFM, DOY. , profession).
- 3) Details of your child's performance, attendance and conduct, provided by the applicable law (analytical and general grades, oral and written grades, evaluation criteria, absences, penalties, awards, possible learning difficulties, etc.).
- 4) Information regarding the observance of the pupil's Individual Health Card and his / her athletic identity, provided by the applicable law and the School Rules of Operation, as approved by the Ministry of Education.
- 5) Photos and / or videos of your child during schooling as well as educational, sports, cultural and other activities of the school (competitions, exams, excursions, training programs, etc.), provided you provide your consent in a separate separate field).

### 2. Aims and legal basis of processing

- 1) The registration, transfer and attendance of your child in our school - including moving the child to and from school, participating in educational, sports, cultural and other activities of the school (competitions, exams, excursions, educational programs etc ) - as well as the award of a recognized baccalaureate studies. The legal basis for the above treatments is compliance with the applicable educational legislation and the School's Operating Regulations, as approved by the Ministry of Education, as well as the implementation of the educational service contract between us.
- 2) Issuing the required tax returns. The legal basis for such processing is compliance with the applicable tax law, which requires the collection of your data and the VAT number for the issue of a legal document and their observance for a specified period of time and their transmission to the AAD.
- 3) Keeping children and school facilities, collecting debts or dealing with any claims, and giving data to third parties for judicial purposes. The legal basis for the above treatments is on the one hand the legitimate interest of the school in the protection of persons and goods within the school, our legal protection, in the case of claims against our school and to the irrevocable, extrajudicial or judicial resolution of the dispute; , on the other hand, the

legitimate interest of the third party in receiving and using specific data held by the school to defend his rights before the courts, always of course provided the award is judged the school is necessary and appropriate to meet the specific purpose.

**4)** Communicating with you on issues related to the attendance of your children and your information (and / or informing third parties, such as school graduates interested in our parents' school) about the actions of the school with newsletters that are sent to you via simple or email or mobile SMS (SMS) and social networking. The legal basis in this case is the legitimate interest of the school to inform you about activities taking place within the school community and to meet the obligation to care for your child.

**5)** Use by your child and you - but also school - as a souvenir school life and the promotion of the actions it organizes and implements photo / video school of your child, only with your previous one your explicit consent, which is the legal basis for that processing.

**6)** Your child's health insurance coverage for school time. In this case, the data of your children and / or your parents / guardians will only be transmitted if the insurance risk occurs. Please note that our school prepares health insurance for a third party (ie your children) in case an accident occurs or another health problem arises in your child while under our care. For the purpose of drawing up the insurance contract, we are obliged, under the terms of the insurance company, to pass on the names of the insured students per class. To process the data from the insurance company you can contact her to exercise your rights, such as the right of access etc., as well as any complaints. If you exercise the right to object to the transfer of your data from our school to these companies, and if accepted, we will inform the insurance company.

### **3. Recipients of personal data:**

The processing is limited within the school and the personal data will be available exclusively to our teaching and administrative staff, who is bound by a confidentiality obligation.

The recipients of the data are:

**(a)** public authorities (Ministry of Education and its decentralized agencies, the Independent Public Revenue Authority, KEDDY or equivalent public bodies),

**(b)** judicial and prosecutorial authorities in the event of claims or criminal offenses,

**(c)** other schools (public or private) in the event of your child's transfer,

**(d)** Higher Education Institutions at home or abroad,

**(e)** institutions with which the school cooperates on a case-by-case basis within educational, athletic, cultural and other activities (eg Greek Physical Society, Hellenic Mathematical Society, British Council, Athens Science Festival, travel agencies etc. - are given as indicative of the above list of activities

is generally fluid and changes from year to year),

**(f)** external partners of the school, such as school bus drivers and escorts, photographers, typists and editors of school commemorative leaflets, nursing staff, lawyers, etc., bound by a confidentiality obligation, and only to the extent required for the execution of the specific tasks / mandates each has in the context of the aforementioned processing purposes.

**(g)** the insurance company (Allianz).

#### **4. Time to keep personal data:**

The above personal data will be retained at the time specified for each of these in the applicable law and, in the event of claims, for as long as is necessary to resolve them irrevocably.

After your child's graduation, the school will retain your contact information to inform and communicate with you about the school's activities (eg alumni events) unless the right to oppose is listed below in the next field .

Your child's audiovisual material (photos / videos) will be retained for five (5) years from its reception, unless you recall your consent earlier, provided in a separate field below, and will be deleted immediately.

Photos / videos on the Web site and school social media can remain suspended for a period not exceeding five years.

#### **5. Parental/guardian rights:**

You can exercise the following rights with your request at school at any time:

**(α)** Right of access, ie to know whether the personal data concerning you and your child are being processed, to obtain copies of this data as well as any other information regarding the processing,

**(b)** Right to correct and fill in inaccurate and incomplete data,

**(c)** Right of portability for what data we process on a legal basis the contract, law and consent (see Section 2 above).

**(d)** Right to request the deletion of data and / or limit their processing,

**(e)** Right of objection:

**(i)** Sending updates via regular mail, e-mail, or sms. In this case, we will stop sending updates.

**(ii)** In transferring data to the cooperating insurance companies that provide us with liability insurance and health insurance. In this case, if you exercise your right of objection, we will weigh up whether the reasons you invoke and which relate to your own particular situation outweigh the interests of our school for the transfer, mainly based on our obligation to respond to the duty care for the duration of your children in our school, and if there are alternatives to better protect the data that concerns you and your children.

**(iii)** In the transfer of data to third parties for judicial purposes, always of course provided that the school considers, after weighting, that the grant is necessary and appropriate to support the rights of the third party before the judicial authorities.

**(iv)** In this regard we inform you that in case the transmission of the data is necessary for the foundation, exercise or support of legal claims out of court or out of court, the legitimate interest of our school is superior and it is not possible to satisfy the right to object.

**(f)** Right of revocation at any time of the consent you have granted for your child's photo / video editing.

Also, if you believe that your personal data, yours and your child are affected in any way, you may submit a complaint at any time to the Personal Data Protection Authority ([www.dpa.gr](http://www.dpa.gr)).

#### **6. School contact information:**

In order to exercise your rights as well as any communication about personal data, please contact the school's Privacy Officer at [isp.piraeus@gmail.com](mailto:isp.piraeus@gmail.com).