



Privacy Statement regarding students' personal data

The data controller for the data provided is: CPAB asbl, whose registered office is at 113 Avenue Louise, 1050 Brussels

Name of the representative: Yannick Roussel

Contact details of the Data Protection Officer (DPO): Jérôme Vanden Eynde (DPO Felsi)

1. Why do we have a privacy policy?

Your enrolment at our institution requires us to process, in order to fulfil our educational responsibilities, a range of data that you have provided to us or that will be communicated to us during your course of study. The integration of new technologies into this educational programme (e-learning, etc.) also leads to an increase in the processing of new data for new purposes and often involves new parties.

This privacy statement describes how we manage the personal data we collect through various means, such as forms, telephone calls, emails and other communications with you.

2. What does the processing of personal data mean?

Personal data means any information that enables a person to be identified, either directly or indirectly, such as a name, an identification number, location data, an online identifier, or through a combination of specific factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

Data processing is defined as any operation or set of operations, whether or not carried out by automated means, such as collection, recording, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, erasure...

3. Who processes your data?

Personal data is accessed and processed only by our staff. They are made aware of the need to treat this data confidentially, to use it lawfully and for specific purposes, and to ensure its security.



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4. The organisation's commitment

The protection of your privacy is of the utmost importance.

We process your data in accordance with all applicable data protection and privacy laws, including the 'GDPR' – General Data Protection Regulation (EU) 2016/679. By registering with our institution, accessing and using the school's platform, or providing your data in any other way, you acknowledge and accept the terms of this privacy statement, as well as the processing and transfer of personal data in accordance with this privacy statement. The processing will be lawful, fair and legitimate.

We explain below how we collect, use and store your data and what your rights are.

5. The Personal Data We Collect

Data is collected for specific and legitimate purposes. Generally speaking, we use this data:

- either on the basis of your consent;
- or because it is necessary for the performance of our educational mission;
- or pursuant to a legal obligation;
- or because processing is necessary to protect the vital interests of the data subject or another natural person;
- or because processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The Personal Data collected about you may include:

- **General identification and contact details**

Student details: name; address; email and telephone number; gender; date and place of birth; nationality; educational background and training; family composition; academic records; photographs

- **Identification numbers issued by government authorities**

Passport or identity card number, national register number, etc.

- **Financial information**

Bank account number and other financial information (certificates from CPAS, Actiris, VDAB, health insurance fund, etc.)

- **Information enabling us to carry out our teaching duties or related to our educational project**

Data provided in connection with the organisation of activities in general, school trips, cultural activities as part of lessons or any other participation in a school organisation; insurance policies you may have taken out; subscription to services offered by the school.

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6. Purposes for which we process data

These purposes can be divided into two categories.

Administrative management: in accordance with legal provisions, we are required, in connection with the funding of our institution and also in connection with funding from the French Community, to disclose certain personal data relating to our students to the Wallonia-Brussels Federation. This transfer is carried out via a secure IT interface.

Academic management and teaching duties: the management of your studies requires us to process academic information internally, and even to share certain personal data with third parties, for example with other schools in the event of a change of institution. This often involves basic contact details, namely surname, first name and contact details.

We will therefore use your data to contact you regarding your schooling and to deal with various aspects of it (correspondence, invoices, etc.).

The transfer of data to third parties is carried out for non-commercial purposes and is strictly limited to the proper monitoring of your studies.

7. Legal basis for processing

The legitimate interest pursued by our institution is, of course, its educational mission.

The collection of most data is necessary for legal or contractual reasons. For any data not linked to a legal or contractual obligation, you have the right to withdraw your consent at any time (without this affecting the lawfulness of the processing based on consent given prior to such withdrawal).

Should we need to process personal data for purposes other than those set out in this article, we will provide you with information regarding this new purpose and the new processing.

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8. Right to one's image

The school will undertake various projects as part of its school-wide plan and educational programme. These activities may be documented through photographs. These will be published in the school newsletter and, on occasion, on social media accounts. It is important to emphasise that our school is particularly mindful of respecting individuals and is committed to always seeking your consent.

9. What are your rights?

You have rights regarding the data we have collected about you. These include, for example:

- Right of access to data
- Right to rectification of data
- Right to erasure of data
- The right to object to data processing, provided you give specific reasons for your request, bearing in mind that the data controller may demonstrate that there are legitimate and compelling grounds justifying the contested processing, in accordance with the GDPR, of course.

To exercise these rights, simply send an email or letter to the contact address given at the top of this document, clearly stating the purpose of your request. This request must be signed, dated and accompanied by a copy of both sides of your identity card.

10. How long do we keep your data?

The personal data you have provided to us is retained for as long as you are enrolled at our school. Data relating to your education is retained by our school in accordance with legal provisions, and for a maximum of 30 years.



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11. Security

Our school will take appropriate technical, physical, legal and organisational measures that comply with applicable privacy and data protection laws. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of your Personal Data shared with us may have been compromised), please notify us immediately.

When our institution provides personal data to a partner, the service provider will be carefully selected and must use appropriate measures to ensure the confidentiality and security of Personal Data.

12. Changes to these rules

We review these rules regularly and reserve the right to make changes at any time to reflect changes in our activities and legal requirements. You will be notified of any updates.