

## Privacy Statement

Personal information is collected by the Association des Parents d'Elèves de l'Ecole Européenne de Bxl II – Woluwé (hereunder APEEE).

### **Which data is collected ?**

The APEEE collects administrative data (name, address, phone numbers, email address) as well as professional data (employer, employee number).

### **What is the purpose of the personal data collection ?**

- Organization and billing of the services provided by the APEEE (social fund, transport, canteen, extracurricular activities).
- Communication regarding school matters.

### **Which technical means are used to process your personal data ?**

The personal data are stored on two dedicated servers, one in Belgium and one in France.

### **Who has access to your personal data and to whom is it disclosed ?**

Your data is only accessible to the relevant staff or members of the APEEE.

### **How can you access your personal data, verify its accuracy and, if necessary, correct it ?**

You can check or rectify your data on the APEEE's website by connecting to your Secured Zone. You may request the removal of your data by sending an email to [secretariat.apeee@woluweparents.org](mailto:secretariat.apeee@woluweparents.org).

### **How long are your data kept ?**

Your data may be kept up to 7 years after your youngest child has left the school providing the paying organs, should you have one, have closed your file.

### **Whom to contact if you have queries or complaints ?**

Queries and complaints regarding your data can be addressed to the mailbox : [data-protection-officer@woluweparents.org](mailto:data-protection-officer@woluweparents.org).