



Privacy policy

Pursuant to Article 13 and 14 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 the free movement of such (in English "**GDPR**"), any time personal data are processed (e.g. surname, first name, photo, email address, IP address, etc.), the user must be informed thereof.

The privacy policy contains the mandatory information relating to the protection of your users' personal data. It is thanks to this document that you will be able to supervise, in complete security, the processing of your users' personal data. It is broken down into two separate and related parts - the first linking to the second. The first part (Appendix 1) is a simplified version of the "privacy policy" in the form of questions and answers, and the second (Appendix 2) is a detailed version.



PRIVACY POLICY

Association des parents des élèves de l'Ecole européenne de Bruxelles III - APEEE

Effective since: May 25th 2018

The privacy policy is intended to inform you, in a transparent manner, about the data we collect, the purpose for collecting it, the way we use it and the rights you have regarding the processing of such data.

On this page, we provide you with a simplified version of our privacy policy in the form of questions and answers. We invite you to also read the detailed version available [HERE](#).

We draw your attention to the need to read this privacy policy carefully. If you have any other questions, do not hesitate to contact us at the following address: privacy@apeeeb3.be.

1. WHO IS RESPONSIBLE FOR PROCESSING YOUR DATA?

The APEEE is the controller of your personal data.

Here is our complete contact information:

AISBL - Association des parents des élèves de l'Ecole européenne de Bruxelles III,
Boulevard du Triomphe 135, 1050 - Ixelles, Belgium

Belgian business registry (BCE) number: 0475328209.

privacy@apeeeb3.be

2. WHAT DATA DO WE COLLECT?



We collect your data - personal or otherwise - for various reasons which are defined in the following point (see point 3). It includes the following data:

- your identifying information (surname, first name, parental status, e-mail address, child's date of birth and home address);
- For the purpose of electronic payments we collect your preferred payment method like Bank Transfer or DIRECT DEBIT. In case you pay via a third party payment processor (currently Mollie regarding the payment of annual family subscription fee and any ad-hoc payments for Springfest or on specific occasions) you provide your financial account information which is transmitted to the payment processor but is not stored in our system;
- our communications (by email, telephone or SMS);
- We use analytics providers such as Google Analytics. Google Analytics uses cookies to collect non-identifying information. Google provides some additional privacy options regarding its Analytics cookies at [THIS LINK](#);
- the date and time of your access to our website;
- Your browsing preferences;
- Any other data that you would communicate to us.

3. WHY DO WE COLLECT YOUR DATA?

We collect your data mainly to send our newsletter, process your enrolment requests, improve our service and, more generally, to easily communicate with you. Finally, your data also allow us to improve and facilitate your navigation on our website.

4. HOW DO WE COLLECT YOUR DATA?

Most of your data is communicated to us by your active intervention. This is the case when you send us your identifying data to enrol. Other data, such as the date and time of your access to our website, the pages you have viewed, or your location data, are collected automatically through servers consulted and "cookies" placed on our website. For more information on what a cookie is, how it is used and the exact data it collects, visit our page concerning our cookie policy.

We also collect data about you through the European School Brussels III.

5. ARE YOUR DATA PROTECTED?

We maintain a strict privacy policy and take all appropriate measures to ensure that our servers prevent, to the extent possible, any unauthorized leak, destruction, loss, disclosure, use, access or modification of your data.

Regarding the payment of your order, in order to guarantee optimal security, we use the secure payment provider [Mollie](#).

6. HOW LONG DO WE STORE YOUR DATA?

We keep your data for the time necessary to accomplish the objectives pursued (see point 3).

In case of financial data, we are obliged by law to maintain them for a maximum



duration of seven (7) years. In case of other personal data, they are kept for a maximum period of five (5) years after the completion of studies, unless otherwise requested by the parent. In the latter case, data are erased from our backups from one (1) month to one (1) year.

7. WHAT ARE YOUR RIGHTS AND HOW CAN THEY BE EXERCISED?

You may, at any time, request to verify, access, rectify, delete and object to the use of your data, as well as request the limitation of such use of your data to the extent that this is compatible with the essential functions of our services regulations. To do so, simply send us an email at the following address: privacy@apeeeb3.be. We will then make every effort to take the necessary action as soon as possible.

8. WHO HAS ACCESS TO YOUR DATA AND TO WHOM ARE THEY COMMUNICATED?

Our employees and subcontractors have access to your data only to the extent necessary for processing your enrolment and/or for fulfilling the objectives pursued (see point 3). Each of them is subject to a strict obligation of confidentiality. The European School Brussels III may be the sole recipient of our data.

9. DO WE TRANSFER YOUR DATA ABROAD?

We do not transfer your data to a non-EU country.

10. HOW TO RECEIVE OUR COMMUNICATION?

In the past you were receiving our newsletters as all contacts in our database did. You can now unsubscribe and withdraw your consent to these communications at any time by sending an email to the following address: privacy@apeeeb3.be.

11. WHAT IS OUR POLICY ON DATA CONCERNING MINORS?

APEEE does not knowingly provide access to any child on our platform and will only do so when a parental consent is given for either using our system by your child via your account or by us creating a user account for the children to manage the use of our services.

12. WHAT HAPPENS IN THE EVENT OF A CHANGE TO THE PRIVACY POLICY?

If we had to make any changes to this privacy policy, you would be notified through our website.

13. WHAT TO DO IN THE EVENT OF A DISPUTE?

In the event of a dispute between us, we commit to give priority to dialogue and openness in search of an amicable solution. You can also contact the Data Protection Authority.

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PRIVACY POLICY

Association des parents des élèves de l'Ecole européenne de Bruxelles III

Effective since: May 25th 2018

1. GENERAL WARNING

- 1.1 The AISBL - Association des parents des élèves de l'Ecole européenne de Bruxelles III, Boulevard du Triomphe 135, 1050 - Ixelles, Belgium, Belgian business registry (BCE) number: 0475328209 (hereinafter, «**APEEE**») respects the privacy of its users (hereinafter, the "**Users**").
- 1.2 APEEE processes the personal data transmitted to it in accordance with the legislation in force, and, in particular, Regulation 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data, applicable from 25 May 2018 (hereinafter the "**General Data Protection Regulation**").
- 1.3 Access to the Websites <https://enrolment.apee3.be>, <https://services.apee3.be>, www.apee3.be (hereinafter, the "**Websites**") implies the User's full and unreserved acceptance of this Privacy Policy (hereinafter the "**Policy**"), as well as the cookie policy (hereinafter, the "**Cookie Policy**"). When reference is made below to the enrolment process, the following websites <https://enrolment.apee3.be>, <https://services.apee3.be> are used.
- 1.4 The User acknowledges having read the information below and authorizes APEEE to process, in accordance with the provisions of the Policy, the personal data that he/she communicates on the Websites as part of the ordering service made available by APEEE on its Website (hereinafter, the "**Service**").
- 1.5 The Policy is valid for all pages hosted on the Websites and for the enrolment via these Websites. It is not valid for the pages hosted by third parties to which APEEE may refer and whose privacy policies may differ. APEEE cannot therefore be held responsible for any data processed on these websites or by them.



2. DATA CONTROLLER AND DATA PROTECTION OFFICER

- 2.1** Simply visiting the Websites shall take place without having to provide any personal data, such as first name, surname, postal address, e-mail address, etc.
- 2.2** As part of the Service, the User may be required to provide certain personal data. In this case, the data controller is:
AISBL - Association des parents des élèves de l'Ecole européenne de Bruxelles III,
Boulevard du Triomphe 135, 1050 - Ixelles, Belgium,
Belgian business registry (BCE) number: APEEE.
- 2.3** The provisions of the GDPR related to the Data Protection Officer are not applicable to the APEEE.
- 2.4** Any question regarding the processing of this data may be sent to the following address: privacy@apeeeb3.be.

3. DATA COLLECTED

- 3.1** By completing the enrolment process on the Websites and using the Service, the User allows, in particular, APEEE to record and store, for the purposes mentioned in point 4, the following information:
- your identifying information (surname, first name, parental status, e-mail address, child's date of birth and home address);
 - the banking information necessary for the Service, such as bank account numbers, IBAN and BIC/SWIFT;
 - invoicing information;
 - communications between the User and APEEE;
- 3.2** The User also authorizes APEEE to record and store the following data for the purposes mentioned in point 4:
- information voluntarily provided by the User for a purpose specified in the Policy, the Cookie Policy on the Websites or on any other medium of communication used by APEEE;
 - additional information requested by APEEE to the User in order to identify him or to prevent him from violating any of the provisions of the Policy;
- 3.3** In order to facilitate browsing the Websites as well as to optimize technical management, the Websites may use "cookies". These "cookies" record, in particular:
- the User's browsing preferences;
 - the date and time of access to the Websites and other data related to traffic;
 - the pages visited;

All information relating to "cookies" is included in APEEE's [Cookie Policy](#).



- 3.4** When the User accesses the Websites, the servers consulted automatically record certain data, such as:
- the type of domain with which the User connects to the Internet;
 - the IP address assigned to the User (when connected);
 - the date and time of access to the Websites and other data related to traffic;
 - location data or other data relating to the communication;
 - the pages visited;
 - the type of browser used;
 - the platform and/or operating system used;
 - the search engine as well as the keywords used to find the Websites.
- 3.5** No nominative data identifying the User is collected through the cookies and servers consulted. This information is kept for statistical purposes only and to improve the Websites.
- 3.6** We also collect some of your data through other companies, including from the following sources [Mollie](#), [Google Analytics](#).

4. PURPOSES OF PROCESSING THE DATA

- 4.1** We process your data for various purposes. For each purpose, only the data relevant to the pursuit of the purpose in question are processed. The processing consists of any operation (manual or automated) on a personal data. APEEE collects, stores and uses its Users' data for the following purposes, in particular:
- to establish, carry out and conduct the contractual relationship with the User;
 - to analyse, adapt and improve the content of the Websites;
 - to provide the Service;
 - to allow the User to receive messages;
 - to facilitate the availability and use of the Websites;
 - to personalize the User's experience on the Websites;
 - to respond to requests for information;
 - for any marketing activities and promotions proposed by APEEE to Users who have given their consent;
 - to inform them about any changes on the Websites and its features;
 - for any other purpose to which the User has expressly consented.
- 4.2** The legal basis of the processing of your personal data is based on:
- ☐ your consent ;
 - ☐ the execution of any request from you ;
- We do need to collect some of your data to answer any request from you. If you choose not to share this data with us, it may render the performance of the contract impossible.
- ☐ a legal obligation imposed on the controller ;
- We do need to collect and store some of your data to meet various legal requirements, including tax and accounting.

- ☐ the protection of vital interests; ,
- ☐ for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, or
- ☐ our legitimate interest, provided that it is in accordance with your interests, freedoms and fundamental rights.

We have a legitimate interest in providing you with this information and interacting with you, especially to respond to your requests or improve our services, prevent abuse and fraud, control the regularity of our operations, exercise, defend and preserve our rights, for example in litigation, as well as evidence of a possible violation of our rights, manage and improve our relations with you, continually improve our website and our products/services, unless such interests are supplanted by your interests or your fundamental rights and freedoms requiring the protection of your personal data. We take care in any case to maintain a proportionate balance between our legitimate interest and respect for your privacy.

If the legal basis of our treatment is your consent, you have the right to withdraw it at any time without prejudice to the lawfulness of the processing performed prior to withdrawal.

In the context of direct marketing, this means that you can unsubscribe at any time from newsletters and other commercial communications from us. You will be put in "opt-out". You can unsubscribe by sending us an email at the following address: privacy@apeeeb3.be or by clicking on the unsubscribe link at the bottom of each email.

5. RIGHTS OF THE DATA SUBJECT

5.1 According to the regulations on the processing of personal data, the User has the following rights:

- **Right to be informed** about the purposes of the processing (see above) and the identity of the data controller.
- **Right of access:** the User may at any time have access to the data that APEEEhas on him or check if it is included in the database of APEEE.
- **Right to rectification** : we take all reasonable steps to ensure that the data we hold is up to date. We encourage you from time to time to access your account (if applicable) or to consult us to check that your data is up to date. If you find that your data is inaccurate or incomplete, you have the right to ask us to correct it.
- **Right to object:** the User may, at any time, object to the use of his data by APEEEand by its active partners (...) .
- **Right to erasure:** the user may, at any time request the deletion of his personal data, except those which APEEEhas a legal obligation to keep on record.



- **Right of limitation of processing:** the User may, in particular, obtain a limitation of processing when he has objected to the processing, when he disputes the accuracy of the data, or when he considers that the processing is illegal.
- **Right of portability:** The User has the right to receive the personal data that he has communicated to APEEE and may also ask said company to send this data to another data controller.

5.2 In order to exercise his rights, the User sends a written request, accompanied by a copy of his identity card or his passport, to the data controller:

- by e-mail: privacy@apeeeb3.be
- by mail: Association des parents des élèves de l'Ecole européenne de Bruxelles III, Boulevard du Triomphe 135, 1050 - Ixelles, Belgium

5.3 APEEE will then take the necessary steps to satisfy this request as soon as possible and in any case within one month of receipt of the application. If necessary, this period can be extended by two months, given the complexity and the number of requests.

6. PERIODE OF STORAGE

6.1 APEEE will keep the personal data of its Users for the duration necessary to achieve the objectives pursued (see point 4).

6.2 APEEE may also continue to keep personal data concerning the de-registered User, including all correspondence or request for assistance sent to APEEE in order to be in a position to reply to all questions or complaints that may be sent to it after the order, and in order to comply with all applicable laws, namely in tax matters or as part of other legal requirements.

7. COMPLAINT WITH THE SUPERVISORY AUTHORITY

The User is informed that he has the right to lodge a complaint with the Data Protection Authority:

Data Protection Authority
Rue de la Presse, 35, 1000 Brussels
Tel : +32 (0)2 274 48 00
commission@privacycommission.be

8. SECURITY

- 8.1** In order to guarantee optimal payment security, APEEE uses the online payment service [Mollie](#), which meets high security standards.
- 8.2** In addition, APEEE has taken the appropriate organizational and technical measures to ensure a level of security adapted to the risk and that, to the extent possible, the servers hosting the personal data processed prevent:
- unauthorized access to or modification of this data;
 - improper use or disclosure of such data;
 - unlawful destruction or accidental loss of such data.
- 8.3** In this respect, employees of APEEE who have access to this data are subject to a strict confidentiality obligation. Nevertheless, APEEE may in no way be held liable in the event that this data is stolen or hijacked by a third party despite the security measures adopted.
- 8.4** Users undertake not to commit acts that may be contrary to this Policy, the Terms, the GTC, the Cookie Policy or, in general, the law. Violations of confidentiality, integrity and availability of information systems and data which are stored, processed or transmitted by these systems, or the attempt to commit one of these violations, shall be punishable by imprisonment of between three months and five years and a fine of between twenty-six euros and two hundred thousand euros, or one of these penalties only.

9. COMMUNICATION TO THIRD PARTIES

- 9.1** APEEE treats personal data as confidential information. It will not communicate them to third parties under any condition other than those specified in the Policy, such as to achieve the objectives set out and defined in point 4, or under the conditions in which the law requires it to do so.
- 9.2** APEEE may communicate its Users' personal information to third parties to the extent that such information is necessary for the performance of a contract with its Users. In such case, these third parties will not communicate this information to other third parties, except in one of the two following situations:
- the communication of this information by such third parties to their suppliers or subcontractors to the extent necessary for the performance of the contract;
 - where such third parties are obliged by the regulations in force to communicate certain information or documents to the competent authorities in the field of combating money laundering, as well as, in general, to any competent public authority.
- 9.3** The communication of this information to the aforementioned persons shall, in all circumstances, be limited to what is strictly necessary or required by the applicable regulations.



10. TRANSFER TO A COUNTRY OUTSIDE OF THE EUROPEAN ECONOMIC AREA

APEEE transfers data to a country outside the European Economic Area only when that country ensures an adequate level of protection within the meaning of the legislation in force and, in particular, within the meaning of the General Data Protection Regulation (for more information on the countries offering an adequate level of protection, see: <https://goo.gl/1eWt1V>), or within the limits permitted by the legislation in force, for example by ensuring the protection of data by appropriate contractual provisions.

If you wish, you can obtain a copy of the adapted contractual clauses by contacting our DPO: xxxx

11. PAYMENT SERVICE

- 11.1** The payment service integrated into the Websites is provided by Mollie, www.mollie.com.
- 11.2** The relationship between the User and Mollie is governed by the Privacy Policy available at the following address: <https://www.mollie.com/en/privacy> which also includes provisions relating to the processing of personal data sent to Mollie as part of its service, and for which Mollie is the data controller.
- 11.3** When making a payment through the APEEE, the User declares that he/she has read, understood and accepted the [Mollie privacy policy](#).

12. DIRECT MARKETING

- 12.1** The personal data will not be used for direct marketing purposes for articles or services that would not be identical or similar to those to which the User has already subscribed, unless the User has previously explicitly consented to such use by ticking the boxes provided for this purpose ("opt-in").
- 12.2** When the User has given his consent to the use of this information for direct marketing purposes, the latter retains the right to object to such use at any time, upon request and free of charge. The User may simply communicate his request by writing to the following address: privacy@apeeeb3.be.

13. NOTE CONCERNING MINORS

Persons under the age of 18 and persons who do not have full legal capacity are not allowed to use the Websites. APEEE asks them not to provide their personal data. Any infringement found in this provision must be reported without delay to the following address: privacy@apeeeb3.be.

14. UPDATES AND CHANGES TO THE POLICY

By informing Users through the Websites or email, APEEE may modify and adapt the Policy, in particular to comply with any new legislation and/or regulations applicable (such as the General Data Protection Regulation applicable from 25 May 2018), the recommendations of the Belgian Data Protection Authority, the guidelines, recommendations and best practices of the European Data Protection Board and the decisions of the courts and tribunals on this issue.

15. VALIDITY OF THE CONTRACTUAL CLAUSES

- 15.1** Failure by APEEE to invoke - at any given time - a provision of this Policy, may not be interpreted as a waiver to subsequently make use of its rights under the said provision.
- 15.2** The invalidity, expiration or the unenforceable nature of all or part of one of the above or below mentioned provisions shall not give rise to the invalidity of all the Policy. Any fully or partially invalid, lapsed or unenforceable provision shall be deemed not to have been written. APEEE undertakes to substitute this provision with another which, to the extent possible, fulfils the same objective.

16. APPLICABLE LAW AND COMPETENT COURT

- 16.1** The validity, interpretation and/or implementation of the Policy are subject to Belgian law, to the extent permitted by the provisions of applicable private international law.
- 16.2** In the event of a dispute relating to the validity, interpretation or implementation of the Policy, the courts and tribunals of Brussels have exclusive jurisdiction, to the extent permitted by the provisions of applicable private international law.
- 16.3** Before taking any step towards the judicial resolution of a dispute, the User and APEEE undertake to attempt to resolve it amicably. To this end, they shall first contact each other before resorting, where appropriate, to mediation, arbitration, or any other alternative method of dispute resolution.