

DATA PRIVACY NOTICE FOR STUDENTS, PARENTS AND GUARDIANS

The International School of Toulouse (IST) values the privacy of every person and is committed to protecting personal Data that the school collects.

At IST, we process "personal Data" in accordance with the provisions contained in the General Data Protection Regulation (GDPR) approved by the European Parliament on 14 April 2016 and applicable since 25 May 2018.

The International School of Toulouse (Airbus Mobility SAS) is the controller of the processing of personal Data, i.e. we determine the purposes for which we process personal Data as well as the means and manner of achieving them.

"Personal Data" refers to any information relating to a person who can be identified, either directly (e.g. by name) or indirectly (e.g. by telephone number).

About this document

This privacy notice explains how the International School of Toulouse ("we", "our", "us") collects, uses and shares your personal Data, and your rights in relation to the personal Data we hold. This privacy notice concerns our processing of personal Data relating to past, present and prospective students of the International School of Toulouse and their parents/guardians.

The IST Data Protection Policy also describes the measures we take to protect the security of the information. This policy will be regularly reviewed and updated to take account of new laws and technology and the changing school environment when required. Please ensure you refer to the current version of this policy which can be found on the IST website www.intst.eu.

About this document

This privacy notice explains how the International School of Toulouse ("we", "us", "our") collects, processes and shares your personal Data, as well as your rights to such personal Data, as laid in the applicable regulations. This privacy notice concerns the processing of personal Data relating to past, present and prospective members of staff of the International School of Toulouse.

The reasons why we collect your personal Data

The International School of Toulouse collects and processes personal Data as part of its day-to-day operations as an educational institution.

How we collect your personal Data

Whilst the majority of the personal Data we collect is mandatory, some of it may be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will keep you informed whether providing us with certain personal Data is mandatory or optional.

We collect your personal Data in different ways, for example:

- from the information you provide when you interact with the school before joining IST or before enrolling your child at IST;
- when you complete the registration documents and other forms as part of the admissions process;
- when you communicate with the school by telephone, letter, email or via our website;

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- in various other ways as you interact with the school during your time as a student or as the parent/guardian of a student at IST, for the various purposes set out below;
- from third parties, for example from the student's previous or current school.

The types of personal Data we collect

The categories of personal Data that we collect, process and store are as follows:

- Personal identifiers and contacts (such as name, photograph, passport or ID card, unique student number, contact details and address);
- Characteristics (such as language, nationality, place of birth);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- School History information (such as any previous schools attended);
- Assessment and attainment information (such as school reports and examination grades);
- Photographic, video and audio recordings (such as assessments for (I)GCSE and IB examinations, evidence for external accreditation, inspection and authorisation organisations and during online learning);
- Information relating to special educational needs;
- Behavioural information (such as suspensions and exclusions and any relevant alternative provision put in place);
- Relevant health and medical information (such as name of family doctor, vaccinations, allergies, disabilities, medication and dietary requirements);
- Safeguarding information (such as court orders and professional involvement);
- Equipment information (such as IT devices number, access granted and authorisations),
- Post IST information (for example, next school, university, employment).

The categories of parent/guardian personal Data that we collect, hold and share include:

- Personal information (such as name, address and contact details, family status);
- Characteristics (such as language and nationality);
- Bank details, passport or ID card and other financial information necessary for the processing of fees and other payments;
- Employment information.

Under certain circumstances, when some personal Data is necessary to enter into a contract or to comply with legal obligation, any failure to provide the requested personal Data may conduct us not being able to fulfil our contractual/ legal obligations or to achieve the expected results.

The basis for the processing of personal Data and how it is used

In accordance with the General Data Protection Regulation (GDPR), we rely on the following legal basis for processing your personal Data:

- To comply with our contractual obligations or to take steps to enter into a contract
- Due to your consent
- Because of legitimate interests pursued by IST or a third party, except where such interests are overridden by your interests, rights or freedoms. It will be the case, in particular:
 - For fraud detection and prevention and investigation of criminal acts
 - For compliance with foreign law, law enforcement, court and regulatory bodies' requirements
 - For Information, system, network and cyber security within IST and Airbus
- For the protection of vital interests

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We may also process your personal Data in order to comply with our legal obligations or because it is necessary for us to carry out our tasks in the public interest:

- to comply with applicable regulations regarding the sharing of personal Data
- to meet our compliance obligations, such as compliance with anti-money laundering laws and requirements relating to the protection of minors
- to assist investigations by the police and other relevant authorities

We use personal Data:

- to provide educational services and support student learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to provide library services;
- for Information, system, network and cyber security;
- to safeguard students, staff and parents;
- to assess the quality of our services;
- to maintain IST authorisation and accreditations;
- to communicate educational activities with local and wider community;
- for the processing of fees and other payments.

We will use your personal Data for the above purposes only, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose (for preserving particular evidence under the applicable Data Protection Laws and Regulations, or in the context of legal statutes of limitation for example). If we need to use your personal Data for an unrelated purpose, we will notify you prior this further personal Data processing and provide you the relevant privacy notice.

Retention of personal Data

The storage period of personal Data is in accordance with the laws and texts in force.

We retain your personal Data as long as necessary, but more often than not for the entire duration of schooling at IST, unless we are obliged by law to keep your personal data for a longer period of time. We retain certain personal Data in your interest (e.g. to provide a certificate of schooling).

Who do we share personal Data with?

We may disclose your personal Data to the following recipients on a strict need-to-know basis and for the purposes as outlined in this Data Privacy Notice:

- Schools that the students attend after leaving us;
- Further Education and Work Experience Placement Providers;
- Registered providers of co-curricular and extra-curricular activities where students are hosted;
- Académie de Toulouse Rectorat;
- Mairie de Colomiers;
- School Doctor;
- School canteen supplier, if relevant;
- School Educational Psychologist, as necessary;
- School accreditation, inspection and programme authorisation organisations
- Organisations that the school belongs to (such as ECIS, ELSA)
- Information systems organisations for ICT and library services

To be granted access to personal Data, organisations must comply with strict terms and conditions covering the confidentiality and handling of the Data, security arrangements and retention and use of the Data in compliance with the GDPR.

Will personal Data be transferred outside the European Union?

Personal Data is stored and processed outside the EU by certain systems we use at IST. These are intrinsic to the operational functioning of the school.

We ensure that these organisations guarantee an appropriate level of protection for the transmission of personal Data, in line with the requirements of the GDPR.

What are your rights?

Under some circumstances provided by law, you may at any time exercise your data protection rights as listed below:

- **Right to access/obtain a report detailing the personal Data held about you:** You have the right to obtain confirmation as to whether or not your personal Data is being processed by the International School of Toulouse and if so, what specific personal Data is being processed.
- **Right to correct personal Data:** You have the right to rectify or request to have rectified any inaccurate or incomplete personal Data concerning you.
- **Right to erasure:** In some cases, for instance, when the personal Data is no longer necessary in relation to the purposes for which they were collected, you have the right for your personal Data to be erased.
- **Right to restrict the processing of your personal Data:** You have the right to restrict the processing of your personal Data, where:
 - you contest the accuracy of the personal Data and the accuracy needs to be verified;
 - you object to the processing under legitimate interest grounds and consideration needs to be made whether the school's legitimate interest overrides that of the individuals;
 - the processing was unlawful and you request restricted processing over erasureIn such cases, your personal Data will only be processed with your consent or for the exercise or defense of legal claims.
- **Right to data portability:** You have the right to receive the personal Data concerning you in a structured, commonly used and machine-readable format (like CSV) and/or transmit those personal Data to another data controller.
- **Right to object:** In some cases required by law, you may ask us to stop processing your personal Data.
- **Right to withdraw consent:** Where your consent is required, you may at any time withdraw such consent. However, please note that if you withdraw your consent, you may not be able to access and use certain information, features or services in relation to the processing of your personal Data. If consent is the sole legal basis for processing, we will stop processing the Data after the consent is withdrawn.

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Contact IST and claim

- If you have any questions about the way we collect or process your personal Data, you can first of all let us know by contacting our data protection officer: Frédéric Fantin fantin_f@intst.net
- However, if you are not satisfied with the answers provided, you have the right to contact the competent supervisory authority in France: the Commission Nationale de l'Informatique et des Libertés (CNIL) <https://www.cnil.fr/>

Changes to your personal Data

Please inform us promptly about any changes to the personal Data we hold about you. This is particularly important for your contact details. You can do this by contacting the Personnel and Student Information Officer by email perrussel_t@intst.net or by phone: +33 (0)5 62 74 26 74.

Updating of this Privacy notice

We update this privacy notice on a regular basis in order to best reflect the evolution of our activities and to remain in compliance with data protection laws and regulations. We therefore invite you to review this information from time to time.

This version was last updated in October 2020.