

# COURS COMMUNAUX DE LANGUES MODERNES

## AMENDMENT TO THE RULES OF PROCEDURE

### Considerations

In order to fulfil its missions and to manage its activities in the best possible way, the CCLM collects personal data from students.

What kind of personal data do we collect?

- Your personal identification data: surname, first name, address, e-mail address, telephone

- Your personal characteristics:

- o Personal details: gender, place and date of birth, marital status, nationality, passport photo (present on ID card)

- o Immigration status: information regarding visa, limitations on stay or travel, special conditions regarding right of residence

- Your financial identification data: Identification and bank account numbers

- Financial assistance: Status of jobseeker, social assistance recipient, disabled person)

- Car plate number (for parking purposes)

- national register number

How we collect your personal data, why we keep it and how we process it

The personal data we process is provided to us directly by you and in the following ways:

- When you make an appointment for a registration and during the registration itself;

- On your initiative, by e-mail or oral enquiry by telephone

We also receive personal information indirectly, from the following sources:

Via the national register number name program, etc.

We process your personal data for the following purposes:

- In order to produce official documents such as certificates of achievement, certificates for the employer in the context of educational leave;

- In order to determine the amount of the enrolment and possibly to allow a partial refund of the enrolment;

- To meet our legal obligations

We use the information you have provided to us to carry out our teaching, administration and management tasks. Your personal data is only accessible to members of the administration and, where appropriate, teaching staff.

We pass on your information to internal and external third parties:

External: within the legal framework, to the authority on which the establishment depends, i.e. the Ministry of the Wallonia-Brussels Federation.

Internal: within the framework of the course, to the teacher, particularly for distance learning courses.

Legal basis for processing your data

Under the General Data Protection Regulation (GDPR), the legal bases on which we rely to process your personal data are as follows:

- Your consent: When taking photograph.

You have the option to withdraw your consent at any time. See below the point "how to exercise your rights" below in this document to exercise this right

- Contractual obligation: In order to pay your registration fees

- Legal obligation: In order to honour our obligations towards the Ministry of the Wallonia-Brussels Federation

Image rights

During an activity in or outside the school, it is possible that photos of participants are taken. These photos may be visible on the school's website. In this situation we inform you that:

- A student who does not wish to have his or her photo on the website is asked to remove himself or herself from the camera's view

- Participation in the shooting will be considered as tacit consent from the student

- The photos published are the property of the CCLM and may not be linked, reproduced, modified or exploited without the agreement of the institution or the person concerned

How do we store your personal data?

Your information is stored securely in our computer system and protected by a password known only to the administrative staff. For paper processing, all documents are stored in a secure cabinet in a secure room.

We keep your data in the archives (cellar of the Princess Paola School - not optimal storage) for a period of 4 to 30 years according to the legal requirements of the Ministry of the Walloon-Brussels Federation. We then destroy your information according to the rules of conformity.

Your data protection rights

Under the GDPR, you have the following rights:

**Right of access:** You have the right to ask us for copies of your personal data.

**Right of rectification:** You have the right to ask us to rectify personal data that you believe to be inaccurate. You also have the right to ask us to complete information that you consider incomplete.

**Right to erasure:** In certain circumstances, you have the right to ask us to erase your personal data.

**Right to limit processing:** In certain circumstances, you have the right to ask us to limit the processing of your personal data.

**Right to object to processing:** In certain circumstances, you have the right to object to the processing of your personal data.

**Right to data portability:** In certain circumstances, you have the right to ask us to transfer the personal data you have provided to us to another organisation, or to you.

You are not required to pay a fee to exercise your rights. If you make a request, we have one month to respond.

Depending on the legal basis applied to the purpose of processing, the rights of individuals who have transferred their data to our institution differ. Please find below a table summarising your rights.

	<b>Right of access</b>	<b>Right of rectification</b>	<b>The right to erasure</b>	<b>Right to restrict processing</b>	<b>Right to portability</b>	<b>Right of objection</b>
<b>Consent</b>	✓	✓	✓	✓	✓	✗ <b>AMENDMENT TO THE RULES OF PROCEDURE</b>
<b>Contrat</b>	✓	✓	✓	✓	✓	✗
<b>Legal obligation</b>	✓	✓	✗	✓	✗	✗

#### How to exercise your rights

You can exercise your rights by sending a request by post to the Data Protection Officer (DPO) - Hôtel communal, 2, avenue Paul Hymans, 1200 Woluwe-Saint-Lambert, with proof of your identity (attach a copy of your identity card/passport).

Requests from students concerning the correction of erroneous data or any other requests for additional information on the processing of their personal data can be made directly to the Secretariat of the institution or to the Management.

#### Submitting a complaint or claim

If you wish to react to any of the practices described in this document, you can contact us at the addresses specified in the "Contact us" section.

You can lodge a complaint with the Data Protection Authority at the following address

Data Protection Authority

Rue de la Presse, 35  
1000 Bruxelles

Tél : + 32 (0)2 274 48 00

Fax : + 32 (0)2 274 48 35

email : [contact@apd-gba.be](mailto:contact@apd-gba.be)

You can also lodge a complaint with the court of first instance in your place of residence.

For more information on complaints and possible remedies, you are invited to consult the following address of the Data Protection Authority:

<https://www.autoriteprotectiondonnees.be/citoyen/agir/introduire-une-plainte>

Contacting us

If you have any questions about this rider, you can contact us at the following addresses:

- By email: [b.lambermont@woluwe1200.be](mailto:b.lambermont@woluwe1200.be)

- By post: Cours Communaux de Langues Modernes, rue Abbé Jean Heymans 29, 1200 Woluwe-Saint-Lambert.

Applicable law and competent jurisdiction

This document is governed by Belgian law.

Any dispute relating to the interpretation or execution of this agreement will be subject to Belgian law and will fall under the exclusive jurisdiction of the courts of the judicial district of Brussels.

Update of this document

Date: of publication of this document

This document may be updated at any time without notice.