

Privacy Statement of Stichting het Rijnlands Lyceum

This privacy statement applies to the processing of personal data by Stichting het Rijnlands Lyceum, including its affiliated schools (hereinafter: SRL), for all individuals who have contact with SRL, such as students, parents/guardians, employees, job applicants, and other relations.

Safeguarding Privacy and Confidentiality of Information

For SRL, safeguarding privacy and the confidentiality of information is essential. SRL is committed to protecting and properly using your personal data, such as your name and address. This privacy statement explains how SRL processes and protects your personal data.

Collection and Use of Personal Data

When receiving education at SRL, it is necessary for certain personal data to be processed.

Purposes of Processing:

SRL will only process your personal data for the following purposes:

- Organizing and providing education
- Calculating, recording, and collecting fees
- Reporting to DUO (part of the Ministry of Education, Culture and Science), the education inspectorate, and the auditor
- Providing (digital) learning materials
- Student guidance (pedagogical file) and study advice
- Research
- Implementation or application of another law or task of public interest
- Handling complaints and/or legal disputes
- Any other purposes specifically described at the time of collecting the personal data

Categories of Personal Data

SRL processes the following categories of your personal data:

- a. Contact details: name, email address, education
- b. Contact details: date of birth and gender
- c. Contact details: other information

- d. Student number
- e. Nationality and place of birth
- f. Information about parents or guardian
- g. Health-related information
- h. Education
- i. Progress:
 - 1. Examination
 - 2. Study trajectory
 - 3. Student guidance
 - 4. Attendance records
 - 5. Medical file (paper)
 - 6. Class, year, program
- j. Education organization (schedules, book lists, etc.)
- k. Finance (full cycle)
- l. Visual material
- m. Teacher/care coordinator/special education needs coordinator/counselor/mentor
- n. Citizen service number (BSN/PGN)

Legal Basis for Data Processing

SRL primarily processes your personal data in order to comply with a legal obligation. To a lesser extent, personal data are processed based on SRL's legitimate interests, or on the consent provided by the data subject.

- Legal obligation SRL is subject to the Primary Education Act and the Secondary Education Act. SRL processes your personal data in order to comply with the legal obligations imposed on SRL.
- Legitimate interest If SRL has a legitimate interest that outweighs your privacy interest, SRL is entitled to process your personal data in that situation.
- Consent If SRL wishes to process personal data that does not fall under one of the above legal bases, SRL will ask for your consent before processing the personal data.

Sharing and Transfer of Personal Data

SRL may share your personal data with organizations engaged in the fulfillment of its legal duties of care. These organizations are only granted access to the personal data necessary to perform their tasks.

SRL uses software programs to carry out its operations effectively. The providers of these software programs have access to personal data. To ensure the lawful processing of data by these providers, SRL has concluded data processing agreements with them.

SRL does not sell personal data to third parties. Nor will SRL disclose any personal data you provide to third parties for their direct marketing purposes.

Retention Period

SRL ensures that your personal data are not retained longer than necessary for the provision of its services, unless retaining your personal data is required to comply with a legal retention obligation or you request the deletion of your personal data.

Data Security and Integrity

SRL has established a security policy and implemented measures to protect personal data against unauthorized loss, misuse, alteration, or destruction. Access to your personal data is strictly limited to those who, on behalf of SRL, are involved in providing services to you or are otherwise authorized to do so within the framework of privacy legislation. Individuals who have access to the personal data are obligated to maintain the confidentiality of such information.

Rights of the Data Subject

Under the GDPR, you as a data subject have several rights. SRL considers it important that you are able to exercise these rights. You can invoke any of the rights listed below by sending an email or letter, or by personally submitting a request to the school management. You have the following rights:

- Right of access: you have the right to access the personal data processed about you by SRL.
- Right to rectification: you have the right to have incorrect personal data concerning you rectified.
- Right to erasure: you have the right to have your personal data erased if SRL no longer needs them for the purposes for which they were processed.
- Right to restriction of processing: if the accuracy of the personal data is contested, the processing is unlawful, SRL no longer needs the personal data for the processing purposes, or you have objected to the processing, you have the right to restrict processing. This means the personal data may (temporarily) not be processed or modified.
- Right to data portability: you can request that all personal data concerning you be transferred by SRL to another organization.

- Right to object: you can object to the processing of your personal data by SRL. In such a case, SRL will cease processing unless there are compelling legitimate grounds that outweigh your interests.
- Right not to be subject to automated decision-making: you have the right not to be subject to a decision based solely on automated processing, including profiling, that produces legal effects concerning you.

Complaints

If you have a complaint about the way SRL processes your personal data, you can report this to your school (via the privacy email address listed on the school's website) or to the Data Protection Officer of SRL (FG@rijnlandslyceum-csb.nl).

In addition, you can also file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens) if it concerns the protection of personal data. This can be done via: <https://www.autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Contact

For privacy-related questions and requests, you can contact your school (via the privacy email address listed on the school's website). Alternatively, you can contact Stichting het Rijnlands Lyceum at the address below:

Stichting het Rijnlands Lyceum

Adres Charlotte van Pallandtlaan 14

Postcode en Plaats 2272 TR Leidschendam-Voorburg

E-mailadres privacy@rijnlandslyceum-csb.nl