



PRIVACY NOTICE FOR STUDENTS - ADDENDUM

Regarding processing location and health information in the context of COVID-19

This notice is an addendum on the "Privacy Notice for Students – College of Europe – Bruges Campus", ref "doc201806.01 – v2018/06/14".

The College of Europe, Bruges Campus ("We", "us", "our", "College") is committed to protect your privacy.

"You" and "your" refers to those expressing an interest in becoming a student at the College (both prior to and at formal application stage), together with those who later become a registered student at the College.

RECORDING THE WHEREABOUTS OF STUDENTS

This information will only be processed in the context of COVID-19 as to be able to inform the relevant departments, services, and public authorities.

The information shared will only be the minimal information necessary for the above to fulfil their duty and deliver the necessary services.

e.g.

- The academic department will only be informed if a student can come to class or not.
- The residence warden will only be informed if a student of their residence is on site, needs to be in quarantine and/or isolation.

The information will be obtained from the student directly using specific systems of the College; or indirectly if the student is not in the capability to do this.

This information will be kept on record for maximum 3 years after the end of the current academic year or, if longer, until the time that an appeal procedure, lodge according to the College of Europe's Study Regulation, has been completed.

PROCESSING AND SHARING INFORMATION WITH THE RELEVANT PUBLIC AUTHORITIES AS WELL AS THE HEALTH SYSTEMS

The College will collect, process, and share the necessary information from and with the public authorities as well as the health system or practitioners based on their specific official requirements.

Information that is shared, will be limited to the necessary minimum.

Information we will share at least is

- Name
- Nationality
- Date of birth
- Gender
- E-Mail address
- Mobile phone number

If necessary and only to the relevant parties

- Current whereabouts (at the Residence/city or not)
- Quarantine status
- COVID-19 test result

If other information than the above is processed and/or shared, it will always be based on an official request from the above authorities and/or systems.

The information will be obtained from you directly using specific systems of the College; or indirectly if you are not in the capability or position to do so.

The test result will, in specific cases, be communicated to the College representative in an encrypted way. This relevant information will be immediately distributed to the student(s) via an encrypted e-mail and be removed from any College system, with the exception of the mailbox of the addressed student.

The other information will be kept on record for maximum until the end of the current academic year.

LEGAL BASES FOR PROCESSING YOUR DATA

The legal basis to process this information is based on the articles part of the PRIVACY NOTICE FOR STUDENTS¹ and the GDPR² Article 9(2)(i) - processing is necessary for reasons of public interest in the area of public health.

ANYTHING YOU ARE NOT CLEAR ABOUT

If there is anything you are unclear about, please contact our Privacy Office, who shall be happy to answer any queries you may have concerning this Notice or the way in which we process your personal data.

- By e-mail: privacy_office.be@coleurope.eu.
- By post: Privacy Office; College of Europe, Bruges Campus; Dijver 11; 8000 Brugge; Belgium
- By phone: +32 50 47 71 11.
- In person is also possible after an appointment is set.

¹ "Privacy Notice for Students – College of Europe – Bruges Campus", ref "doc201806.01 – v2018/06/14

² Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1)