
GDPR | GENERAL DATA PROTECTION REGULATION

European Union General Data Protection Regulation Policy



European Global School, Paris - France
<https://www.egs.education>

EUROPEAN GLOBAL SCHOOL, PARIS – FRANCE

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European Union General Data Protection Regulation (EU GDPR) Policy

"From 25 May 2018 on, public and private individuals are subjects to a reinforced duty to protect personal data. They must comply with the provisions of the GDPR, which gives greater rights to data subjects.



APPLICATION

This policy applies to all individuals who collect, use, or share school information. Those individuals include, but are not limited to, staff, faculty, those working on behalf of the school, and individuals authorized by affiliated institutions and organizations.

DATA PROTECTION OFFICER

Chief Information Security Officer

PURPOSE

European Global School, Paris - France seeks to ensure appropriate treatment and use of personal data in adherence with EU data protection laws / French Data Protection Act.

POLICY STATEMENT

Scope

EU GDPR applies to personal data collected from or shared with individuals or organizations in the EU. EU GDPR does not apply to data shared or collected from EU citizens outside of the EU by non-EU entities;

however, it does apply, as an example, to non-EU citizens while they are in the EU. School employees are required to be cognizant of data collected and maintained in order to comply with EU GDPR. The School's policy is to rigorously maintain the privacy of all personal data collected, mindful of the additional requirements of the EU GDPR. For the sake of this policy, personal data is any information that can identify or provide information about an individual that the school or authorized agents

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Governing Law

collect, use electronically or physically, or share with others.

Data Classifications

Personal data should be classified per European Global School's Data Security & Privacy Protection Policy and minimized or anonymized as much as possible.

Data Collection

Personal data should only be collected by authorized personnel where it is specifically needed for a legitimate school business requirement or to meet a statutory or regulatory requirement. The school strongly discourages the collection or retention of this information except where absolutely necessary and no other alternative exists.

For all personal data being collected, individuals must provide informed and affirmative consent to its collection, use, and sharing; and may revoke it at any time. The data being collected cannot be required or compelled and consent must be tracked and maintained. (e.g., who, when, how, to what).

Data Transparency, Integrity & Control

EU data subjects have the rights to receive copies of their data, correct inaccuracies, and request that the data be deleted. As an organization, Wesleyan can deny requests if it has a contractual or legal basis to maintain the data, or if the data is anonymized.

Data Sharing

Personal data can only be shared if it is legally required or explicitly approved by the data subject. As a condition to receiving such information, all recipients must agree to comply with the EU GDPR / French Data Protection Act.

Protection of Personal Data

- All personal data must be protected per EGS's Data Security & Privacy Protection Policy
- All third-party contracts involving personal data must contain clauses requiring that the third parties to comply with GDPR where appropriate.
- Personal data breach notifications are handled per the security incident response procedure.

More information about the EU GDPR is available on the EU Data Protection website. (https://ec.europa.eu/info/law/law-topic/data-protection/data-protection-eu_en)

Policy Enforcement

Staff, faculty, or students found in violation of this policy may be adjudicated per their respective handbooks.

Questions, comments, or concerns regarding this policy or the protection of data should be directed to the Data Protection Officer at webmaster@egs.education

PURPOSE

To define how long academic courses contained in the School's Learning Management System (LMS), will be retained.

Scope

This policy covers courses contained in the Learning Management System(s) managed and maintained by Information Technology Services (ITS).

POLICY STATEMENT

Guiding Principles

- To retain courses and content for a period of time which faculty and students find adequate and useful.
- To optimize the performance of the LMS.
- To ensure that the storage space is used efficiently and to minimize the financial impact of increasing disk storage.
- ITS will retain LMS courses for five (5) years after the academic year in which it was taught. ITS reserves the right to archive courses sooner than five years if maintaining the LMS poses a security risk.

It is recommended that instructors archive their courses at the end of the term in which the course was taught and before they are scheduled for deletion by Information Technology Services. Instructions on how to archive a course are provided under information about the current Learning Management System (will update with exact location). Retaining copies of the syllabus, electronic grade book and electronic student work is the sole responsibility of the faculty or instructor. Faculty should always download student work or make copies of the grade book prior to removal of material from the course. ITS will automatically archive courses prior to deletion. These archives will remain for 3 years. Archived courses are only retrievable upon request and may take 24-48 hours. ITS will notify faculty of the courses scheduled for deletion and provide methods for preserving course content off-line.

This policy will be updated by ITS with faculty input and acceptance by the provosts and deans.

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Acceptance of Credits

European Global School Students seeking to transfer earned credits should be aware that policies at some traditional colleges and universities have not kept pace with the mobility of today's students. Some universities accept academic credits or degrees only from institutions that are public or accredited by their local authorities. This Guide addresses the subject of credit transfer; however, the information may also apply to getting a degree accepted by another institution for the purpose of admission to a higher degree level.

Accepting credits earned at another institution is the prerogative of the receiving institution. No college, school or accrediting agency can require another institution to accept in transfer credit earned somewhere else. Even when the sending institution is accredited by the same agency as the receiving school, there is no guarantee credits will transfer.

The decision on whether or not to accept your academic credit could be made by the chairperson of the department, a faculty transcript review committee, an individual faculty member, an admissions officer or

other college official. Factors that affect the willingness to accept academic credit in transfer may be in the institution's catalog, and include:

- College or state policies. Most colleges and some states have policies concerning the number and type of credits they will accept in transfer from another institution.
- Residency requirements. Most colleges require a student to complete a specific number of credits at their institution in order to be awarded a degree by them.
- Appropriateness of course content. The course should align with the college's degree program. Some courses may not be relevant to the degree that is sought, regardless of the rigor or content of the course. Also, the content of the course should compare favorably with the materials and topics covered in the college's degree curriculum. Students seeking to transfer academic credit should be prepared to discuss how their completed coursework covers the topics required in the college curriculum. Evidence would include copies of work completed, or a copy of a syllabus or study guide for the course. Official transcripts sent from the college of origin to the receiving college also may be required.
- Appropriate academic level. Acceptance of credit also depends on the transferring student's academic standing and the level of course material studied. Remedial and developmental courses probably are not generally transferable. Satisfactory grades for the courses completed are also required in most cases.
- Educational quality.

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