**Data protection notice**

As part of the inclusion of children and adolescents in schools and childcare facilities, an Individualized Care Plan (PAI) is implemented to ensure **the support and integration** of **children with specific health needs**.

To introduce this plan, the Division of School Medicine and Health of Children and Adolescents collects and processes personal data in order to define procedures for the safe attendance of the child.

The Division of School Medicine and Health of Children and Adolescents also provides statistics in order to be able to evaluate its activity as well as the epidemiological situation.

The personal data processed by the Division of School Medicine and Health of Children and Adolescents are the following :

* Identification data of the child and, if applicable,og his/her legal representative (e.g. surname, first names, address, phone number, e-mail address);
* identification data of teachers and/or educational staff ;
* identification data issued by public services (e.g. national Identification number) ;
* the structure(s) or establishment(s) attended ;
* health-related data (e.g. pathology of concern) ;
* identity of the prescribing physician and, if applicable, the attending/referring physician ;
* individualised care measures, if applicable, and treatment to be administered .

The Division of School Medicine and Health of Children and Adolescents implements the PAI on the basis of :

* At the request of the legal representative ;
* ministerial letter ref 820x5e0a3 ;
* its mission to ensure the health and inclusion of children with special health needs.

The processing is therefore necessary for the performance of a mission in the public interest or in the exercise of public authority entrusted to the Division of School Medicine and Health of Children and Adolescent, and in particular for the purposes of preventive medicine.

Once the legal representative has authorised the setting up of a PAI, The Division of School Medicine and Health of Children and Adolescents has to collect the data listed as without them it will not be able to execute the PAI.

Some personal data are transferred by the Division of School Medicine and Health of Children and Adolescents listed to the following recipients:

* teaching and/or educational staff involved in the execution of the PAI, so that they are aware of the child/adolescent's specific health needs and how they are being taken care of (either directly, or through a school medical partner);
* the Ligue médico-sociale or the municipal school medical services, as the latter are responsible for training the educational staff and the proper implementation of the PAI.

Personal data will be kept by the Division of School Medicine and Health of Children and Adolescents for no longer than is necessary for the purposes for which they are collected, in accordance with its legal obligations. Thus, the Division of School Medicine and Health of Children and Adolescents keeps the data for a period of 10 years from the last medical examination, considering the PAI as a document belonging to the school medical record. If a PAI has been drafted before pre-school age, it will be included in the school medical record with the written agreement of the legal representatives.

Each individual whose data is processed has the right to request access to his/her personal data and to obtain a copy of it and, if the personal data is incomplete or erroneous, to have it rectified. They also have the right to limit the processing of their personal data, the right to object to their use and the right to obtain their removal, under the conditions and within the limits provided for by the General Data Protection Regulation.

It is possible to request the application of rights listed above by submitting a written and signed request, with proof of identity, to the Health Directorate info\_donnees@ms.etat.lu 13a, rue de Bitbourg, L-1273 Luxembourg.

It is also possible to submit a complaint with the National Commission for Data Protection by letter to the following address: 15, boulevard du Jazz, L - 4370 Belvaux or by filling in the online form which is available on the CNPD website in the Individuals -> Assert your rights section.