

Data protection notice

As part of the inclusion of children and adolescents in schools and childcare facilities, an Individualised Care Plan is implemented to ensure the support and integration of children with special health needs.

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

The Division of School Health 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 Health and Health of Children and Adolescents are the following :

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

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

- the request of the legal representative;
- ministerial letter ref 820x5e0a3.

Once the legal representative has authorised the setting up of an PAI, the Division of School Health 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 Health and Health of Children and Adolescents to the following recipients:

- the educational staff involved in the execution of the PAI ;
- the Ligue médico-sociale or the municipal school health services, as the latter are responsible for training the educational staff and ensuring the proper implementation of the PAI.

Personal data will be kept by the Division of School Health 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 Health 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 health file.

If a PAI has been drafted before pre-school age, it will be included in the school health file with the written agreement of the legal representatives.

Each individual whose data is processed has the right to request access to his or 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 the 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 to 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 section Individuals -> Assert your rights