



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation nationale,
de l'Enfance et de la Jeunesse
Service national de la jeunesse

*Box reserved for the National Youth Service
("Service national de la jeunesse")*

Entry date

Reference

This application is to be sent by post, before the start of the au pair hosting, to:

Service national de la jeunesse
Coordination de l'accueil au pair
138 Boulevard de la Pétrusse
L-2330 Luxembourg

- ✓ It must be duly filled out, signed and accompanied by copies of the supporting documents required and listed in Section II hereof.
- ✓ Incomplete applications will not be processed and will be returned to the applicant.
- ✓ The processing of a complete application takes up to 4 weeks.

AU PAIR HOSTING

APPLICATION FOR APPROVAL OF THE HOST FAMILY

I. Identification of the applicant	
Parent 1	
Name and surname	
Phone number(s)	
E-mail address	
Parent 2 (if applicable)	
Name and surname	
Phone number(s)	
E-mail address	
Place of residence	
Address - street and number	
Address - postcode and locality	

II. Supporting documents must be enclosed		
✓	Extended residence certificate less than 3 months old	<i>Issued by the municipality of residence MyGuichet.lu</i>
✓	Extract of criminal records ("extrait du casier judiciaire") less than 3 months old for all family members who are 18 years of age or older at the beginning of the period of stay of the au pair	<i>Issued by the Ministry of Justice MyGuichet.lu</i>
✓	Proof of childcare arrangements for children under the age of 6 during the period of the au pair's stay	<i>Issued by a daycare facility or a childminder; failing that, a declaration of honour, a template of which can be downloaded from www.accueil-aupair.lu</i>
III. Obligations of the host family of a young au pair		
Obligations under the law of 18 February 2013 on the hosting of young au pairs		
register the young au pair with the statutory health and accident insurance scheme for the duration of the au pair's hosting		
provide the National Youth Service with a certificate of registration of the au pair with the statutory health and accident insurance scheme in the month following the start of the au pair's hosting		
take out civil liability insurance for the young au pair from an authorised insurer in Luxembourg for the duration of the au pair's hosting		
let the young au pair have at least three evenings off per week, in addition to a full day off per week and two extra days off per month. The schedule may not exceed 5 hours per day and 25 hours per week		
leave the young au pair sufficient time for cultural improvement as well as to take language courses		
cover the expenses related to language courses followed by the young au pair		
provide the au pair with food and accommodation		
provide the au pair with a private room and ensure the au pair's free access to the housing		
transfer pocket money to the au pair on a monthly basis, i.e. a fixed amount corresponding to one fifth of the minimum wage, regardless of any periods of inactivity of the young au pair		
ensure the possible early repatriation of the au pair due to illness, accident or withdrawal of approval of the young au pair		
Other obligations		
inform the National Youth Service of the actual arrival date of the young au pair - if different to the scheduled date - before the start of the hosting		
notify the National Youth Service in case of cancellation of the hosting project, indicating the reasons that led to the cancellation		
release the young au pair from their tasks in order for them to be able to attend the mandatory information sessions organised by the National Youth Service		
before the start of the au pair hosting, communicate to the National Youth Service a provisional schedule countersigned by the au pair		

I/we, the undersigned, hereby request the Minister of National Education, Children and Youth to obtain approval as a host family for a young au pair.

I/we have attached hereto the supporting documents required in point II hereof.

I/we are aware of my/our obligations as a host family listed in Section III hereof, on which I agree/we agree.

Location:

Date:

Signature of parent 1:

Signature of parent 2 (if applicable):

Important notice

The approval shall be withdrawn if the host family ceases to meet the conditions of approval, respectively the commitments based on which the approval was granted, or when, as a result of its actions, it puts the safety or the physical or mental health of the young au pair at risk. The approval shall also be withdrawn if the host family does not fulfil the commitments arising from the hosting agreement entered into with the young au pair.

Annex: Processing of personal data

The purpose of this annex is to define the conditions under which the National Youth Service ("*Service national de la jeunesse*", hereinafter referred to as "SNJ") collects and processes personal data with host families.

Which personal data is processed by the SNJ?

The SNJ is required to collect the following categories of personal data. Please note that this list is not exhaustive.

- Information relating to the marital status and identity of host families and au pairs, including, in particular, their full name, nationality, home address, place and date of birth, gender, telephone number and e-mail address;
- Information on the host family's situation: family and marital status, names and ages of the children, spouses/cohabitee, etc.;
- Information concerning possible criminal convictions entered in the criminal records.

For what purposes is this personal data collected?

- Personal data collected by the SNJ is processed by the SNJ for the following purposes:
- Approval procedure for host families;
- Approval procedure for young au pairs;
- Management, control and coordination of au pair hosting;
- Organisation of mandatory information sessions for young au pairs.

Personal data is necessary for the performance of a task of public interest and is subject to the exercise of public authority vested in the SNJ. This purpose is the legal basis of data processing performed by the SNJ.

To whom is the collected personal data transmitted?

Personal data may be processed by the following persons within the limits of their respective powers:

- SNJ Director;
- SNJ Deputy Director;
- SNJ Au Pair Hosting Coordinator;
- SNJ Secretary of the "*Transition vers la vie active*" Unit (transition to active life).

They may also be communicated to the competent administrative and judicial authorities, as appropriate.

How does the SNJ protect the personal data it processes?

Personal data collected by the SNJ is processed by the SNJ in its capacity of data controller, in compliance with the applicable legislation on data protection (i.e. in particular EU Regulation 2016/679 of 27 April 2016 and the law of 1 August 2018 on the organisation of the National Data Protection Commission for the protection of individuals with regard to the processing of personal data, as well as any subsequent regulations).

SNJ undertakes to implement technical and organisational security measures to ensure Personal Data Protection against the risks associated with the use of information systems.

Personal data is kept for the entire duration of the au pair's stay, respectively for the duration during which the license is issued and archived in accordance with legal and regulatory limitation periods.

What rights do you have?

Under the conditions provided for by law or applicable regulation, the persons involved in the processing of personal data have the following rights:

- Access to personal data;
- Confirmation as to whether or not data is being processed;
- Information concerning the purposes of the processing, the categories of personal data concerned by the processing, and the recipients or categories of recipients to whom the data is communicated;
- Communication, in an intelligible form, of personal data being processed, and any available information on the data source;

The persons concerned also have the right to correct personal data concerning them and a right to object to the collection and processing of such data, subject to proof of compelling legitimate grounds.

These rights may be exercised by sending an e-mail to aupair@snj.lu along with supporting evidence of your identity.

The persons concerned are also entitled to request the deletion of all or part of the data or the limitation of processing, to object to the processing and to use their right to data portability, within the limits provided by the applicable rules.

If necessary, complaints relating to the rights of the persons concerned (www.cnpd.public.lu) can be submitted to the National Commission for Data Protection ("*Commission nationale pour la protection des données*"), having its registered office at 1 avenue du Rock'n Roll, L-4361 Esch-sur-Alzette.