Processing compliance methodology personal data in the school environment This methodology contains only general principles on the protection of children's privacy and data, parents and legal guardians and their application in the field of education.

Page 1

Page 3 1. Approach the new legislation rationally and prudently

Page 2

abuse.

notification obligation to the Office in case of breach of security nature of exceptionality and should not cover such a wide range operators.

Identification number

Mark of the child

Current personal data Sensitive personal data, so-called special category of personal data according to Art. 9 GDPR • The photo racial or ethnic origin , • Name, surname, address • political views, • E-mail, telephone number • religious or philosophical Date of birth belief or membership

in trade unions,

• biometric data on an individual basis

identification of the natural person,

• genetic data,

 health data • sexual life data or sexual orientation. 2. Distinguish between processing on the basis of law a

consent to the processing of personal data is neither necessary nor appropriate. It is necessary to distinguish processing beyond the law, ie when the law directly does not recall a specific situation, such as the publication of a photograph pupil on the school website. Schools and school facilities should check in which

Page 6 3. On what basis does the school process personal data? **Consent** - used when you give your child or his or her parents real opportunity and control over how they are to be used. personal information. Although the consent of the GDPR allows use does not mean that the processing is in line with the with the requirements of personal data protection legislation. The school must always choose the appropriate legal basis for processing and

from law or decree. However, it is not strictly defined as a legal obligation, such as an obligation to lead a teacher documentation. Appropriate question before using this legal basis: I need this data to keep the school running, education? Page 7

Appropriate legal basis: camera system (protection of property);

legal basis used.

child injury;

Page 8

Page 9

The information must always be provided to the legal representative and, after reaching the mental capacity, also child (in a suitable form, for example at the beginning of the school year, or as part of a teaching hours).

It is especially important to be properly informed about the rights of the person concerned, mention may be made of the right of access, which is usually exercised by a legal representative but always in the best interests of the child. The child may be entitled to exercise their rights and themselves (eg special regulation in the Education Act according to § 144 paragraph 1 letter m) the child has the right for information concerning his person and his educational results ...). Rights of the persons concerned the school equips properly and on time (without undue delay within 1 month at the latest). If any right cannot be complied with, the person concerned shall be informed of the reasons.

you will find https://dataprotection.gov.sk/uoou/sk/content/vzorrecords-of-processing-activities

facilities have a duty to determine who is responsible

report the person and his / her contact details to the Office.

For this reason, all schools and school

Taking appropriate security measures

equipment

on the

personal data, the definition of personal data to which a particular person should have access for the purpose of performing his or her duties or tasks, managing passwords, controlling access to the facility and protected areas of the operator (eg through technical and personnel measures), the maintenance and cleaning regime of the protected premises, rules for the processing of personal data outside the protected area, treatment of business mobile phones, laptops and their protection, use of e-mails only for work purposes, control activities the operator to comply with the safety measures adopted, specifying the manner, form and

lockers or safes), devices for destroying physical data carriers (eg

shredding

publicly accessible computer network, spam protection, backup, etc.

What do security mean? measures? • The school protects the personal data it processes from being misused by appropriate and available means. Above all

persons designated and authorized by the Director.

the person concerned; otherwise refer the person concerned to the responsible person or to the school head. • The school actively cooperates with the responsible person in the processing of personal data. • The school immediately deals with any security incident related to the protection of personal data, in cooperation with the responsible person and rather a record of him. • Pedagogical documentation is permanently stored in lockers in school offices. Class teacher they are lent only for the time strictly necessary to make the entries. Student data should not be reported

from school, provide copies to strangers and the like. Page 11 • Personal data kept in electronic form, for example in the case of an electronic student book, are only stored in a secure system. This system is accessible to individual teachers and other authorized persons school principals, only on the basis of a unique login name and password and only within the scope of the authorization given functional classification. Passwords must be protected and not shared with anyone. When working with electronic records

school, or its representative and personnel and payroll department.

legal persons or state bodies which are not required by law.

training in the field of personal data protection.

use of business mobile phones, tablets or laptops.

rules of procedure, the internal data protection directive.

that you are communicating sensitive data to an authorized person.

with such

School, resp. the school facility is responsible for

processing of personal data, even if it is up to

must, without undue delay, no later than 72

personal data of the Office, except in the

to announce violation

persons. However, every incident is worth having

documented, even if not notified to the Office.

the notice is published on the Office's website.

also notify the persons concerned. Form for

9. Mediation contracts - required

processing intermediary involved.

10. Notification obligation in case

privacy violations - school

hours after that about this fact

when the violation is not likely

In case of high risk, the school must

cooperation

learned

do not require unnecessary data.

Page 12

next.

Page 13

person or responsible person. Such measures include, in particular, the issuing of instructions on how to dispose of them safely with personal data for pedagogical and non-pedagogical staff, or ally or in writing, determination work obligations in the employment contract, as well as the determination of instructions within the framework of contracts concluded with third parties, for example, providing personal data destruction services. • The school continuously evaluates the adopted rules of personal data protection, as the system of personal data protection is a living mechanism. Some procedures may prove outdated or have not worked. • When handling personal data, each employee respects their nature and adapts the actions accordingly. connected. In particular, the employee does not disclose personal data without verifying that such a procedure is possible

established (scope of control and methods of its implementation). Art. 24, 25, 32 GDPR - risk analysis. Art. 35 GDPR - impact assessment, from which the obligation to prepare an assessment impact is regulated in Art. 35 par. 3 GDPR. GDPR defines some security measures - anonymization, encryption (for example, if they are sent by e-mail sensitive data to the parent), pseudonymisation, which the operator may voluntarily introduce into his processes. Page 10

stores personal data in places, school environments or in a system to which they have limited access only

• The school will take measures to ensure that the processing of personal data is reviewed by the school principal or his / her

data to persons who do not prove the right to obtain them. The employee will always try to provide basic information

the authorized person must not leave the computer without logging off. Parents and students have secure remote access

exclusively to the own data, on the basis of the assigned password, passed on individually by the class teacher.

• Student lists are not published, provided without the consent of legal representatives to other natural persons or

facts and procedures relating to the processing of personal data. They will ensure that they are properly instructed

• Teachers are not advised to use their own computer when working at home. First, because a private computer lives

• Obligations and recommendations for the processing of personal data can be incorporated, for example, into school regulations,

discrimination, but are processed in the best interests of the child, for example if the parent applies for a benefit or a reduction in the fee.

the criteria should be the principle of the best interests of the child and the principle of purpose limitation. The student's religion should not be mentioned

• If forms and templates are used for keeping pedagogical documentation, it is necessary to check whether

• If an employee finds a privacy violation, he or she will immediately prevent another unauthorized person

on the rights and obligations of personal data processing and, as far as possible, provide training; and

mostly used by other members of the household, but it is also not enough to ensure the safety of one's own

devices. The use of business facilities should be safer. It is up to the school head to determine the rules

• Non-discrimination - Some information, such as race or disability information, can discriminate against a child. Tieto

language or economic difficulties and need to be given increased attention. When processing such information,

take no unnecessary conclusion if the data are only needed for administrative purposes (eg completing classes

• Access to data - data contained in the student's personal file must be subject to strict confidentiality. Approach

school authorities, school inspectors, health professionals, social workers and law enforcement agencies.

by e-mail, make sure it is your work e-mails, or use encryption in case you make a mistake in the recipient

access to the entire database. The parent has the right only to access data about his child.

religion, preference for certain foods). Information about the child's family's assets and income can also be a source

by processing them in separate files, by qualified and designated persons, provided that confidentiality is maintained; and

In some cases, it is also sufficient to provide data in an anonymised form. In the opinion of the office schools and school facilities

stipulated by a special law. It is always necessary to consider all risks when providing co-operation, to prevent unauthorized ones

persons to view and read in the student's documentation, to prevent unauthorized copying, data transfer, modification or deletion

providing data are to make sure that the school is entitled to do so (based on the law, public interest, consent), or where they have

there is no potential risk to the rights of the persons concerned. Do not provide by phone, e-mail or in person without verification,

he desperately needs for his work. For example, a class teacher has access to the data of students and their parents only within him

fulfillment of requirements according to Art. 28 GDPR. Amkoninascitordance with the accepted registration

on the grounds that it does not meet the requirements of the Chief the purpose of the processing, including

be given data guarantees its security, make sure that the persons concerned are informed of the recipients. If data is sent

• Not every teacher or non-teaching staff has access to all the data that the school processes, but only to the data that the

Contracting Party, it will be more appropriate to terminate to terminate and law. Personal information is

protection

when the violation is not likely based on a legal legal basis under will lead to a risk to the rights and freedoms of individuals at the part of the p

subject,

leading pedagogical staff, class teacher. The school principal, deputy principal, control bodies are likely to have

are entitled to provide data from the student's documentation only to persons who can prove their claim on the basis of authorization

records and put in place measures to identify and verify to whom the data have been made available. The main subjects with which you get school

only the educational counselor has access to the assigned class, to the data on the pupil's health status, to the examination reports and assessments,

11. Data retention period and archiving

12. Performed by a school or school facility

personal data between the Slovak Republic and

personal data to third countries? Free movement

accreditation, introduction of a code of conduct.

compliance with the principle of legality, therefore, must be

possibility

certification,

kept only for as long as is necessary

cross-border processing or transfers

guaranteed by EU Member States; basic

Voluntary

provided that personal data are processed at

any processing operation with personal data data, both inside and outside the EU

will not be possible due to the disagreement of the other in accordance with the rules of procedure and within the time limits laid down

archiving.

13.

the data exchanged are other state authorities, other schools and school facilities and social protection authorities. The most important aspects

All information that could lead to discrimination must be protected by appropriate security measures, for example

data should be provided to legal guardians (child if mature enough) and must be strictly regulated and limited to

information is obtained to ensure that the school or school facility is informed about pupils with cultural,

handling of personal data and report this fact to the school principal or the responsible person.

• The school principal or the responsible person is obliged to inform the staff about all significant ones

• Employees' personal files are also kept securely in lockers, accessible only by the director

5. Responsible person 6. Records of processing activities School leads records are u Schools a school devices perhaps on processing activities and provides within the meaning of the GDPR as public authorities, their continuous updating. It's not going on at the office as in certain situations they decide on no registration. The records are for the case rights and obligations of natural persons, as well as from personal data protection proceedings; or title of their founder. controls, but they are also a good tool for revision

7. Security

doors, windows, grilles), secure storage of physical media of personal data (storage of paper documents in

documents), rules

periodicity of its implementation, informing the persons concerned about the control mechanism, if it is with the operator

to personal data, identification, authentication and authorization of persons, use of logos, firewall, protection against

threats coming from a publicly accessible computer network (hacker attack), rules for downloading files from

b) Organizational measures - training, determination of instructions that the person is obliged to apply during processing

a) Technical measures - securing the building by means of mechanical means of restraint (lockable

rights of access to individual purposes

processing, ie what the employee has

Model records of processing activities

for what purpose of processing access.

third

persons

access

A sample of the information obligation can be found https://dataprotection.gov.sk/uoou/sk/content/vzor-informacnej-povinnosti-pre-zamestnanca

4. Information obligation In providing information to children and their legal guardians, special emphasis should be placed on providing layered information based on the use of a simple, concise language that is easy to understand. The shorter notice should contain the basic information to be provided at collection of personal data, which should be accompanied by a more detailed notification, for example through a link to the website of the school or school facility, and stating that information about the processing of personal data can also be found out in *person*, for example from the responsible person, the director nurseries, etc. It is appropriate to place the information obligation in the school and school facilities,

for example, on the notice board at the entrance to the building or in the locker rooms.

appropriate legal basis and consent), a dual education system (apprenticeship contract);

has other reasonable grounds for processing personal data. Consent must be free, specific, informed, unambiguous and verifiable. Consent is given according to the purpose. On appeal consent, the school is obliged to delete the student data.

Appropriate legal basis: Photographs, publication of works of art at the exhibition together with data (name, surname, class);

fundamental rights and freedoms of the data subject who require the protection of personal data, in particular if the data subject is

Contract - processing must be necessary for the purposes of performing the contract, e.g. application for a card / card (here may be

Legal obligation - the school must find an obligation in the relevant law that requires the processing of personal data and find out

Public interest - the processing of personal data must be necessary for the performance of a task in the public interest or in

whether the processing of personal data is necessary to fulfill a legal obligation. Appropriate question before applying this legal basis: Do I need this information to fulfill a legal obligation, such as the obligation to insure the child, to keep the child's personal file?

with the exercise of official authority. The school must identify what role it plays in the public interest, and such a role (purpose) should also follow

child. It does not apply to processing carried out by public authorities in the performance of their tasks. Together with your consent at least

Legitimate interest - a proportionality test is required in which the GDPR warns that you have to deal with interests,

Vital interest - should be used only in exceptional or life-threatening situations, e.g. in the event of an accident or

In some cases, they process personal data without being required to do so by law.

Page 5 consent You do not have to worry about processing personal under the law, especially school law of the Act and related decrees. The legal obligation takes precedence over

the attitude and opinion of the person concerned. In the case of lawful processing is not

Page 4

The new legislation is not revolutionary in nature, it builds on the previous law. The news it brings are, in particular, the obligation to keep records of processing activities and the obligation to designate the responsible person, the information personal data, the extension of the rights of data subjects, the impact assessment it is intended to have

- Personal data may not be stored longer than permitted legal representation. However, this does not mean the status of a parent the purpose of their processing. has absolute precedence over the position of the child. Children gradually can contribute to the adoption of decisions that make them - Personal data must be **protected**. including their personal data. The primary level is - The operator is **responsible** for compliance with these principles. the right to be consulted.

for sure in yourself. - They must be correctly and continuously updated.

data, schools and school facilities must pay special attention It also applies to parents who should be aware of this principle pay attention to the position of the child, because they always have to apply naturally, provided that there is a discrepancy between them interests and interests of the child, the court should decide. subsequently respect his best interests. 2. The right to the privacy of the child - no child may be exposed to arbitrary or unlawful interference with - Personal data must be processed fairly, privacy, family, home or correspondence, or transparent and legal. unlawful attack on his honor or reputation. It can happen to situations where the best interests of the child and the right to privacy are should be obtained only for a specific and lawful purpose. contradictory. In such cases, it is possible that the right to - All data must be adequate, relevant and limited protection of privacy (including personal data) must be abandoned to the necessary extent, it is the so-called **principle of minimization**. the best interests of the child, e.g. if the teacher reveals personal data to a social worker in order to protect the child, if Don't process data you don't need and only have it he is suspected of neglect or 3. Representation - children need children to exercise most rights

Steps to comply with GDPR **Basic principles and rights Privacy Policy** The security of processing starts with us in the basics principles. In applying the principles and rules of personal protection

1. The best interests of the child - they must adhere to this principle all decision-makers for children.