



Schola Europaea

Office of the Secretary-General

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Making decisions about your continued employment or engagement;

Making arrangements for the termination of our working relationship;

Providing training;

Dealing with legal disputes involving you, or other employees and contractors, including accidents at work;

Ascertaining your fitness to work, managing sickness absence;

Complying with health, security and safety obligations;

Preventing fraud;

Monitoring your activity when using the IT tools and applications provided by the School in accordance with the ICT Charter ;

Complying with legal and regulatory compliance, including obtaining and releasing personal data as required by law, judicial organizations or practice in order to comply with legal obligations imposed on us.

Providing third parties with references, with your prior consent .

3. What is the legal basis for the processing of personal data ?

a. Contractual necessity

The legal basis for the processing of your personal data as employee relies on Article 6, paragraph 1, numeral (b) of the GDPR: contractual necessity, pursuant to the Service Regulations for the Administrative and Ancillary Staff (AAS) of the European Schools or the Service Regulations for the Locally Recruited Teachers in the European Schools.

b. Compliance with a legal obligation to which the School is subject

Where processing of personal data is necessary to comply with a legal obligation to which the School is subject, information will be shared with National Authorities (i.e., tax or social security obligations).

c. Compliance with a legal obligation under employment, social security or social protection law

Where processing of special categories of personal data, such as locally recruited staff member, such information will be processed by the School.

d. Consent

Consent will be requested from the locally recruited staff member, where processing of personal data is necessary to provide a potential or future employer with a reference.

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