

ADDENDUM 2

CONSENT TO THE HANDLING OF THE PERSONAL INFORMATION

Responsible for handling the information: Imavere Basic School (*school*), Kiigevere tee 5 Imavere Järva vald Järvamaa 72401, phone: 389 7593, Imavere.Pohikool@jarva.ee

Child's name

Personal identification code

Parent's name

1. Information about the child

I give the school my consent to use the following of my child's personal details (tick the box)



Child's photo

Photos of students are shared only to spread information on school's activities and to give students recognition for their academic or athletic achievements.



Child's name

As a rule, we share only the first name of the child and the main purpose of it is to, once again, spread information on school's activities, including extracurricular activities, competitions, plays, etc. and to give students recognition for their academic and/or athletic achievements.

Special (delicate) data



I give the school my consent to handle my underage child's medical information to protect their health and life (conditions that require additional attention like taking medication or preventing the student from taking part in some activities, PE lessons for example). List the special needs:

.....
.....

The purpose of handling the delicate information is to keep them safe during the time they spend in school and to provide a safe environment for those around them.

2. Parent's information

Parent ☐ mother ☐ father ☐ guardian

Parent ☐ mother ☐ father ☐ guardian

Full name

Full name

E-mail address

E-mail address

I give the school my consent to use my e-mail address for the following (tick if yes):

☐ to include it to the parents' e-mail list of my child's class.

The main aim of this list is to provide the parents the chance of communicating with each other more easily and to ease communication between school and home.

Data protection conditions for handling personal information

1. Legal grounds

The legal ground for handling personal information is the consent.

All the other information school requires from the parent is necessary to perform duties required of educational institutions by law.

2. Parent's rights

2.1. Revocation of the consent

Parent has the right to revoke their consent at any given time. To do so the parent has to send an application to the school, stating which of the data handling rights they wish to revoke.

2.2. Receiving, changing and deleting data

2.2.1. Parent has the right to receive all the data of their underage child the school handles according to their consent.

2.2.2. The school changes or deletes the aforementioned data according to the parent's application. The application has to be sent to e-mail address Imavere.Pohikool@jarva.ee

2.2.3. The school replies to all addresses made about parent's right in their earliest convenience or in less than 30 days. If parent's application/address is clearly unreasonable or excessive, the school has the right not to oblige or to ask for a reasonable compensation for handling the application.

3. Publishing information

3.1. The school is obligated to disclose students' and parents' personal information to the third parties only when required by law.

3.2. To publish news about the school some information is disclosed to an unknown number of third-party users via school's home page and Facebook page.

4. Data conservation

4.1. Information disclosed according to the parental consent is conserved until the consent is revoked. Published information is deleted after the consent is revoked, unless it is technically impossible, or the parent does not require it (online environments).

4.2. Special data and parents' contact information is conserved until the consent is revoked or until the child has graduated from the school. After that the data is deleted (destroyed).

4.3. The consent is conserved for two years after the data handling has been finished.

5. Safety

5.1. Published information is accessible to everyone using the environment the school uses for publishing information.

5.2. Closed environments are accessible only for members of the group or users of the environment.

5.3. Parent's e-mail address is available for school's administration and employees who need it for executing their job.

5.4. Special information about the child are only accessible for these employees of the school who require them to guarantee the protection of the child's health.

5.5. For all the questions and comments regarding the data handling policy the parents are welcome to send an e-mail to Imavere.Pohikool@jarva.ee

6. The parent has the right to turn to Andmekaitse Inspektsioon or court when they find that their rights or the rights of their child have been damaged by the data handling.

7. Data protection conditions are accessible on school's [home page](#).

I hereby confirm I have read the conditions:

Signature

date