



Client Consent Form: Data Protection at AIS-Salzburg

In accordance with the European Union Regulation 2016/679 which established standards regarding the protection of data processed and stored as well as the free movement of data. This regulation is generally referred to as the General Data Protection Regulation (GDPR). The American International School-Salzburg is required by this regulation to create and provide a framework of policies which provides an adequate level of protection of personal data collected and handled by the school staff. Personal data collected and processed by AIS-Salzburg includes that of (a) of enrolled students, (b) parents and legal guardians of students enrolled, (c) employees, and (d) contractual partners of AIS-Salzburg.

Whereby:

1. The term '**client**' refers to any student enrolled at AIS-Salzburg as well as their legal guardians who have signed a contractual agreement establishing formal enrollment at AIS-Salzburg.
2. The term '**contractual partner**' refers particularly to those who sign and enter into a formal agreement with AIS-Salzburg (parents and legal guardians) as well as employees and all others with which AIS-Salzburg enters a contractual arrangement.

With this form of consent specifically and the AIS-Salzburg Data Protection Policy generally, the administration of AIS-Salzburg hereby informs all clients of (I) the nature and categories of the personal data collected and processed at AIS-Salzburg, (II) the purposes for which their personal data is processed by AIS-Salzburg, (III) the third parties to which personal data is transferred, as well as (IV) the individual rights of clients regarding the processing of their personal data and how these rights can be exercised.

I. Purposes for Which Personal Data is Collected and Processed at AIS-Salzburg

The American International School-Salzburg is a private, independent, secondary boarding and day school providing a college-preparatory education in English and in accordance with U.S. High School Diploma standards as well as criteria established by the Advanced Placement® program of the College Board Organization in the United States. AIS-Salzburg is fully accredited to offer this program and diploma by the Middle States Association of Colleges and Schools. The school's mission defines the following educational goals and purposes:

- A. to provide a college-preparatory secondary education and diploma to students ages 12 to 18 in accordance with internationally-recognized standards and expectations of professional practice and benchmarks;
- B. to provide safe, secure, and adequate residential accommodations to all boarding students;
- C. to establish and carry out a program of activity which enhances the physical well-being and development of our students;
- D. to provide for adequate nutrition, environmental conditions and health support for all students;
- E. to provide adequate direction, supervision, instruction, guidance, and order to facilitate the above.

In order to carry out our mission and the above-listed educational goals, the administration, staff, and faculty of AIS-Salzburg must collect and process personal data belonging to our clients (parents, legal guardians and enrolled students).

AIS-Salzburg is committed to the privacy and security of personal data collected and processed within the principles of the GDPR. Our policy ensures that:

1. We obtain all necessary and mission-related personal data fairly.
2. We maintain all necessary and mission-related personal data for specific purposes.
3. We process personal data in ways related to the purposes inherent in the mission.
4. We keep personal data safe and secure.
5. We keep personal data accurate and up-to-date
6. We process personal data that is adequate, relevant, but not excessive to privacy
7. We retain no data longer than necessary.
8. We provide copies of individual's personal data on request of the client.

II. Nature and Categories of Client Personal Data Collected

Client personal data collected by AIS-Salzburg is stored securely in electronic form both internally on the school's server as well as on the external server of the PowerSchool® Student Information System. Access to all client personal data is restricted by policy to authorized staff members and for specific purposes related to the school's mission. Please refer to the AIS-Salzburg Data Protection Policy as well as the

A. Parent and Legal Guardian Data

1. Name and surname
2. Address of residence
3. Employer
4. Telephone, fax, and e-mail contacts
5. Family status and relationship information
6. Bank data
7. Signature
8. Financial account records

B. Enrolled Student Personal Data

1. Name and surname
2. Address of residence
3. Gender and date of birth
4. Nationality/citizenship(s)
5. Telephone, fax, and e-mail contacts
6. Passport(s) number, date of issuance/expiration, valid visas
7. Personal photo
8. Previous school name, address, contact information, contact person
9. Transcripts of previous educational results
10. Personal evaluative recommendations from former instructors
11. Health and medical parameters, including:
 - a. weight, hair & eye color, distinguishing physical marks
 - b. history of previously-diagnosed health issues
 - c. allergen information
 - d. restrictions due to diagnosed health issues
 - e. previous hospitalization and surgeries
 - f. regular medication
 - g. abnormalities regarding eyes, ears, nose, throat, paired organs, gastrointestinal tract, respiratory system, neurological systems, metabolic/endocrine systems, genitourinary systems or musculoskeletal systems
 - h. immunization record
 - i. use of corrective lenses or hearing aides
 - j. orthodontic procedures; previous and ongoing
12. Primary, secondary and tertiary languages
13. Login and password information to access Student Information System
14. Attendance records
15. Social/Behavioral history records
16. Academic results including evaluated assignments and evaluations
17. Grade-point average
18. University admissions plans and actions
19. External examination results (SATI, SATII, AP®, IELTS, Stanford 10)
20. Language proficiency evaluations
21. Honors and citations
22. Staff commentary, personal evaluations, recommendations
23. Student account financial records
24. Activities enrollment records
25. CCTV imaging
26. Academic and activities schedules
27. Final transcript records
28. Alumni contact information

C. Applicant and Applicant Parent or Guardian Personal Data

1. Name and surname
2. Address of residence
3. Employer
4. Telephone, fax, and e-mail contacts
5. Family status and relationship information
6. Bank data
7. Signature

8. Gender and date of birth
9. Nationality/citizenship(s)
10. Telephone, fax, and e-mail contacts
11. Passport(s) number, date of issuance/expiration, valid visas
12. Personal photo
13. Previous school name, address, contact information, contact person
14. Transcripts of previous educational results
15. Personal evaluative recommendations from former instructors
16. CCTV imaging during school visit

III. Personal Data Transfer to Contractual and Non-contractual Partners

In order to carry out the above-stated mission and goals adequately and efficiently, the administration, staff, and faculty of AIS-Salzburg must occasionally transfer client personal data to third parties. These third-parties include contractual partners of AIS-Salzburg who have a legal, binding agreement with the school as well as non-contractual third-parties. Personal data transferred to third parties must always occur within the guidelines and parameters of the AIS-Salzburg Data Protection Policy to ensure the security and privacy of such personal data.

A. Contractual Partners to Whom Personal Data is Transferred

<u>Contracted Partner</u>	<u>Personal Data Transferred</u>
PowerSchool.com	name, address, academic records, evaluations, commentary, passport and visa documentation, academic scheduling, social-behavioral records, attendance records, documented summaries of educational progress, images
College Board Organization (AP/SAT)	name, address, nationality, educational status, gender, voice, residence
Dr. Herbert Huber Accounting GmbH	names, DOB, financial statements, bank account information, contact information
Kitchen catering (Contento GmbH)	names, surnames, DOB, preferences
Housekeeping (Delina GmbH)	student numbers and names
Internet Provision (Netzwerk GmbH)	student numbers, employee data
Communication (A1 Austria GmbH)	telephone, fax numbers
Laundry (Stanglmayer Germany GmbH)	personal clothing, residence location
Copying (Ricoh Austria GmbH)	physical document copies/scanning
Brochures/Marketing (COCO GmbH)	Imaging
Banking (Raiffeisenkasse Salzburg GmbH)	bank account information, names, address, passport information, residency documentation

Non-contractual third-parties to which personal data is transferred are generally of three types:

(a) political/legal entities with authority over AIS-Salzburg, (b) other educational institutions who request and receive personal data of students interested in acceptance and enrollment, and (c) licensed health officials who are referred to for student health issues.

B. Non-contractual Partners to Which Personal Data is Transferred

<u>Non-Contractual Partners</u>	<u>Personal Data Transferred</u>
City of Salzburg	names, addresses, DOB, birth certificate, passport information, images, criminal records
Salzburg Magistrat	passport and visa documentation, images, medical history documentation, birth certificates, financial statements, confirmation of enrollment
Tertiary Educational Institutions	transcripts, images, examination and academic results, commentary from instructors, personal statements
Other Educational Institutions	transcripts, images, historical academic records, social/behavioral record, commentary, recommendations, confirmation of enrollment
Health Care Facilitators*	name, residence, health records, physical data, images, passport/visa, financial records and contact information

*Please note that all visits to health officials requires specific consent for medical treatment and the transfer of health and medical data between such officials and AIS-Salzburg.

IV. Individual Client Rights

All clients of AIS-Salzburg (parents, legal guardians and enrolled students) have the following rights as regards the collection and processing of their personal data by AIS-Salzburg:

1. To know and be able to contact the Data Protection Officer (DSO) of AIS-Salzburg:

Paul McLean
Moosstrasse 106
A-5020 Salzburg, Austria
Tel.: +43 662 824617
Fax: +43 662 824555
E-mail: pmclean@ais-salzburg.at

2. To know the purposes for which personal data is collected and processed at AIS-Salzburg.
3. To know the interests and motivation of the school personnel and third parties to which personal data may be transferred.
4. To know any and all third-parties to which AIS-Salzburg may transfer personal data and for what purposes.
5. To know that personal data may, in some cases, be transferred to organizations (universities, colleges, secondary schools, etc.) that are outside of the EU and with whom the GDPR does not apply and give consent for such data transfer.
6. To request access to, correction of, or deletion of any and all personal data collected and stored by AIS-Salzburg, to object to the transfer of personal data or its processing by third-parties, the right to give and withdraw explicit consent for the processing of personal data as well as the right to lodge a complaint with the DSO or higher authorities responsible for the enforcement of the DGPR.
7. To know the period for which their personal data will be stored and what criteria is used to determine the storage period.
8. The right to know whether the collection and processing of personal data by AIS-Salzburg is a statutory (legal responsibility of AIS-Salzburg) or a contractual requirement (Contracted enrollment agreement) and to what extent, if a contractual agreement, the provision of personal data is an obligation as well as the possible consequences of failure to provide such data.

V. Statements and Signature of Consent for Clients

I, the undersigned, as a client of the American International School-Salzburg (AIS-Salzburg), hereby give my explicit consent to AIS-Salzburg to collect and process the personal data of myself and/or my child for the purposes stated in this document; namely, the implementation of a college-preparatory, secondary education in a boarding setting which is guided by the principles within the published mission and beliefs of the school.

Further, I understand that enrollment at AIS-Salzburg is a voluntary, contractual agreement between myself and AIS-Salzburg and that the collection of that the provision of such personal data which is necessary to effectively accomplish the school's mission and goals is obligatory and that enrollment at AIS-Salzburg is ended should such personal data not be provided, a request for its deletion or withdrawal of consent be received by AIS-Salzburg.

Name of Student: _____

Name of Parent or Legal Guardian: _____

- I confirm that I have read the AIS-Salzburg Data Protection Policy and this Client Consent form.***
- I understand my rights as a client regarding my personal data.***
- I consent to the collection, storage, and processing of personal data as explained, categorized, and listed in this Client Consent Form and I understand that this consent is required for enrollment at AIS-Salzburg.***
- I understand and consent that authorized staff members of AIS-Salzburg will have access to my personal data in order to carry out their job functions within the mission and goals of AIS-Salzburg.***

I further understand that the following aspects of personal data collection and processing are not required contractually for enrollment but can be consented to if desired. I have indicated by checking those areas to which I give my consent:

- I consent to allow AIS-Salzburg to utilize images of myself in school marketing and informational publications.***
- I consent to allow AIS-Salzburg to utilize my name in school marketing and informational publications.***

Signature of Student (if 13 or older): _____ Date: _____

Signature of Parent or Legal Guardian: _____ Date: _____