

Personal Data Protection Policy

Ecole Active collects and processes personal data that parents provide to us by sending us an email, filling out the online contact form, or completing the paper form during their child's pre-enrolment or final enrolment.

The information collected is intended for use in the context of our primary school activities.

Legal basis

We process personal data in accordance with Swiss data protection law, in particular the new Federal Act on Data Protection (nLPD).

Contact address

Those responsible for processing personal data: Administrative Secretary and Director of Ecole Active

Ecole Active
Route de Malagnou, 39bis
1208 Geneva
info@ecoleactive.ch

Purposes of data processing

We create personal data files for our enrolled and prospective students in order to process their enrolment and admission and to manage any contractual relationship with the data subjects or their legal representatives. In particular, data relating to the payment of school fees is used exclusively for internal purposes.

All collection and analysis of corresponding personal data is treated confidentially. We only pass on personal data to partners when necessary for the school's activities and operations. Personal data collected is not disclosed to third parties without the prior consent of the individuals concerned or their legal representatives.

This data is never sold to third parties.

Protection of personal data

Ecole Active takes the protection of personal data very seriously. We treat personal data confidentially and in accordance with the legal provisions on data protection and this statement.

You can use our website without providing any personal data. If personal data (e.g. name, address or email address) is collected on our website to enable you to receive information or register, this is always done on a voluntary basis.

Processing of personal data

Terminology

All information relating to an identified or identifiable person is personal data. Processing includes any operation relating to personal data, regardless of the means and processes used, including storage, communication, collection, entry, deletion, recording, modification, destruction and use of data.

Collection of personal data

We only collect personal data if it is necessary for the provision of the specific service (request for information, provisional registration, final registration). You can visit our website without providing any personal information. We only store access data without personal reference, such as the name of your Internet service provider, the page from which you visit us or the name of the file requested. This data is evaluated exclusively for the improvement of our website and does not allow any conclusions to be drawn about your identity.

Personal data relating to the identity of a prospective student, such as name, date of birth, telephone number or email address, is only collected on our website if you voluntarily provide it when registering via the website registration form or in another way, for example by email or directly on the paper registration form.

Processing of personal data by third parties, including abroad

L'Ecole Active may have the personal data provided processed by subcontractors in accordance with the conditions established by the nLPD in Switzerland or the GDPR in European countries. Contracts are concluded with our subcontractors, and in particular and primarily with the caterer who delivers meals to the school. This means that they cannot use your personal data without instructions from us. They do not disclose your personal data to any organisation other than us. They keep it secure and store it for the period of time we request.

Duration

We allow our customers and employees to view their personal data and have it updated or corrected; or even deleted in the event of cancellation of registration or upon request at the end of the child's schooling.

Consent is provided for an unlimited period, subject to revocation. At the end of the contractual relationship, data concerning our former students is retained for statistical and quality control purposes, unless you formally request its deletion. When we change service providers, we formally request that the former provider completely delete our students' data from its files, servers and records.

In certain circumstances, we have a legal obligation to disclose information. For example, in the event of a court order or when we cooperate with other Swiss supervisory authorities in the investigation of complaints or inquiries.

In all cases, we ensure that we have a legal basis for disclosing the information and justifying our decision.

Rights of data subjects

Data subjects whose personal data we process have the rights granted by Swiss data protection law (nDPL). These include the right of access and the right to rectify, delete or block personal data.

Data security

We take all appropriate organisational and technical measures to ensure data protection and, in particular, data security. However, despite such measures, the processing of personal data on the Internet can still present security vulnerabilities.

Objection

In accordance with the Federal Data Protection Law (DPL), any person may ask the data controller whether personal data concerning them is being processed and may, if necessary, have it deleted or corrected.