

**Annex 8: Authorization for the taking and/or publication of images (photographs or videos) (under-13s)**

This authorization is subject to your signature, for the taking and distribution of the image (photograph and/or video) of your minor child whose identity is given below, within the framework of the activities of the Education and Welcome Service of the Luxembourg Red Cross in which he/she participates and for the methods of use specified below.

Child's name : \_\_\_\_\_

First name: \_\_\_\_\_

Education and care service: \_\_\_\_\_

In order to ensure your child's safety and fulfil our quality control obligations, we may take photographs/films of your child (e.g. 'badge', portfolio, educational poster, etc.). In this case, we need to be able to comply with the Grand Ducal Regulation of 29 July 2017 establishing the national reference framework 'Non-formal education for children and young people'.

**AUTHORISATION OF THE LEGAL REPRESENTATIVE**

I, the undersigned (first name, surname)

\_\_\_\_\_ ,

residing at (address) \_\_\_\_\_:

hereby authorize

the non-formal education department of the Luxembourg Red Cross, located at 44, boulevard Joseph II, L-2014 Luxembourg (tick all that apply) :

**1. Authorization and use of images**

- ☐ to photograph or film my child, whose identity is given above, as part of the internal activities (publication within the SEA) of the Luxembourg Red Cross education and reception service in which he/she participates.

→ If you have not marked point 1, you can ignore point 2.

**2. Authorization and use of images outside the daily activities of the SEA**

to use, publish and reproduce these photographs, videos or their adaptations, with or without mention of my child's name, for the purposes of illustrating the activities of the Education and Reception Service of the Luxembourg Red Cross for (tick as preferred):

- ☐ use of photos and videos as part of ongoing training courses



- ☐ the newspaper 'Die Contribute', produced by and for children attending the SEAS/SEAJ
- ☐ the distribution of photographs and/or videos on the following media: Luxembourg Red Cross Intranet site(s); Luxembourg Red Cross Internet site(s); publications edited and published by the Luxembourg Red Cross such as activity reports, newsletters, newspapers, brochures, magazines, educational documents, etc.; publications edited and published by third parties (newspapers, magazines and other printed or electronic media).

This authorization, granted free of charge, is valid worldwide. The non-formal education department of the Luxembourg Red Cross will exercise all exploitation rights attached to this audiovisual work/recording, which will remain its exclusive property.

I certify that I have received an information notice relating to the processing of personal data in the form of images (photographs or videos) captured by the non-formal education department of the Luxembourg Red Cross (page 1/2), and that I have read and understood the above information informing me of my rights in relation to the capture and publication of images concerning my child, whose identity is given above, as well as the associated processing of his/her personal data.

I acknowledge that I have full civil rights in respect of the minor named above.

Signed in Luxembourg, on \_\_\_\_\_

**Signature of the legal representatives :** \_\_\_\_\_

## **Annex 9: General notice on the protection of personal data Education and childcare services of the Luxembourg Red Cross**

When you register your child with the Heffingen/Reuland Education and Childcare Service of the Luxembourg Red Cross, you are asked to provide us with your personal details and those of your child. We attach great importance to the protection of this data. This notice is intended to inform you of the use we make of this personal data and of the rights you have.

### **WHY DO WE PROCESS THIS DATA?**

We process your personal data and that of your child for the purposes of :

- managing your child's enrolment at our school,
- managing your child's attendance and absence,
- managing the catering service
- management of invoicing,
- managing complaints and accident reports,
- management of the school.

This processing is carried out :

- as part of the performance of the contract you have with our establishment,
- in order to comply with a legal obligation to which we are subject,
- as part of our public interest mission,
- on the basis of your express consent in the event that you have provided us with your child's health data (allergies, food intolerances and other pathologies) and in the absence of your express consent, the processing of this health data will be carried out on the basis of your child's vital interests.

### **WHAT TYPE OF DATA DO WE COLLECT?**

In accordance with the law, the non-formal education department of the Luxembourg Red Cross collects only the necessary data. This data is generally that which you have given us on the registration form (your child's first and last name, your address, your telephone number, etc.). Other data may be generated or collected in the course of your relationship with the Luxembourg Red Cross (for example: excursions, outings, etc.).

This data is kept for as long as necessary and for no longer than is required by law.

## TO WHOM DO WE COMMUNICATE THIS DATA?

The non-formal education department of the Luxembourg Red Cross treats the data you provide as confidential and only shares it with third parties when necessary and in accordance with the law. These third parties may include other entities of the Luxembourg Red Cross, the Commune of Heffingen/Reuland, the competent administrations and authorities, such as the Ministry of National Education, Children and Youth, the Ministry of Health, the National Youth Service, the school as well as service providers, particularly in the context of IT outsourcing. We ensure that your data remains within the European Union.

## WHAT ARE YOUR RIGHTS?

In accordance with the law, you have the following rights:

- The right to information. We hope that this notice has answered your questions. Should you require any further information, please contact the person responsible for SEAS Heffingen/Reuland.
- The right to access data. You can access your data and that of your child by contacting the Heffingen/Reuland SEAS manager.
- The right to rectify your data and that of your child if it is erroneous or obsolete. You can contact the Heffingen/Reuland SEAS manager.
- The right to lodge a complaint with the National Commission for Data Protection (CNPD) if you consider that your data is not being processed in accordance with the law.

In certain cases and under the conditions laid down by law, you also have the following rights:

The right to request the deletion of your and your child's data.

- The right to request the restriction of the processing of your data and those of your child.
- The right to object to the processing of your data and those of your child for any other legitimate reason (unless the Luxembourg Red Cross has a legitimate and compelling reason to continue the processing).
- The right to portability of the data you have provided to Croix-Rouge luxembourgeoise (i.e. the right to receive your personal data on a machine-readable form), insofar as this is technically possible.

- The right to withdraw your consent at any time to the processing of your child's health data.

If you have any questions or wish to exercise your rights, you can contact the Head of the Heffingen/Reuland Education and Care Service by email: **relais.heffingen@croix-rouge.lu**

If you wish, you can also contact the Data Protection Officer of the Luxembourg Red Cross by e-mail: [rgpd@croix-rouge.lu](mailto:rgpd@croix-rouge.lu) or by post:

**LUXEMBOURG RED CROSS**

Data Protection Officer  
44, boulevard Joseph II  
BP 404 L-2014 Luxembourg

In order to comply as fully as possible with the regulations in force, we undertake to update this information notice whenever necessary.