

TRANSLATION: Our privacy policy (version of 7 June 2018)

Dear Student,

Privacy is important to you and to us. The adult education regulations of the Flemish Community form the legal basis for our data processing. The data from you that we collect and process are intended solely for our educational purposes (enrolment, follow-up of learning process, evaluation, certification) and are therefore shared with the Agentschap Hoger Onderwijs, Volwassenenonderwijs, Kwalificaties en Studietoelagen (Agency for Higher Education, Adult Education, Qualifications and Study Grants (AHOVOKS)) and (for certain NT2 courses as well) with the Agentschap Integratie en Inburgering (Agency for Integration and Citizenship Education (AII)). This is done through communication using the Davinci computer programme and (for NT2) KBI-Connect from the Flemish Government. Your personal data must be kept for a period of 30 years.

It is possible that the electronic learning platform Smartschool will also be used for the follow-up and management of your learning process. In that case, we will also process your personal data and your progress in the chosen course using that programme.

Depending on the course you are taking, it is also possible that we will share your personal data and details of your course process, evaluation and certification with co-organisers of that course on the basis of a collaboration agreement. This is particularly the case if you are taking a course in TKO (in collaboration with CVO Vilvoorde), a ZorgNED course (in collaboration with CVO Meise-Jette), a ZorgKabiNED course (in collaboration with VDAB) or an NT2 course organised in collaboration with non-profit organisation De Rand.

It is also possible that we may have to share your personal data with the VDAB or a CPAS board if these bodies guide you in a course towards employment or provide material or financial support.

If you have applied for study leave, we have to forward your personal and course participation data to your employer. If you have applied for child benefits, we have to forward your personal and registration details to your child benefit fund.

In order to implement our education agreement with you, it may in some cases be necessary for us to refund all or part of your tuition fees. In order to facilitate financial audits, the bank details you provide us with in that case will be shared with the school group to which we belong (Ringscholen).

We also draw your attention to the fact that, in order to combat petty crime and vandalism in and around GLTT campuses, video recordings are made continuously. In principle, these camera images will not be shown to anyone unless an incident occurs and/or we are officially asked to do so by the police.

We also ask for your permission to use your personal data for the administration of our own non-profit organisation GLTT Amicale in the context of cultural and educational excursions and multi-day trips that can be organised within the school.

Without your consent, your data will never be used for any other aim (purpose) than those mentioned above, and will never be disclosed to third parties (unless we are legally obliged to do so).

You can always view your data or have them changed upon request at: privacy_data@gltt.be
If your privacy is violated, you can report this at: problem_data@gltt.be

GLTT-CVO
Annemie Boon, Director