

LFS's Privacy Policy

We, the French School of Seoul (hereinafter “LFS”, the “School”, “we” or “us”), are doing our best to protect your personal information. We built the following Privacy Policy in order to show you how and in what purpose the Personal Information you provide to us is processed, collected, used, stored, shared, transferred and disclosed, and what measures we have been taken to protect it. As a school, we are considering trust as a key value and commit ourselves to the followings:

- **Commitment to transparency:** Throughout this Privacy Policy, we detail how your personal data is obtained, stored, and processed.
- **Commitment to security:** technical and operational security measures meeting industry standards are applied to all levels of information processing, whether it is collection, storage, or backups.
- **Commitment to privacy:** no data is or shall ever be automatically disclosed to service providers or third parties.
- **Commitment of provision:** from your online portal, you shall find functionalities allowing the access in consultation, correction, suppression, and export of all your personal data. The contact details of the Data Protection Officer are given in this Privacy Policy.
- **Commitment to respect legislation:** our platform is in compliance with data protection legislation concerning you, in particular the General Data Protection Regulations and the Personal Information Protection Act.

Agreement to the Privacy Policy

Please read this Privacy Policy carefully. By clicking the button “*I have read and agree to the Privacy Policy*”, or whenever you use our Website and Online Platforms, you indicate that you fully understand and agree to the terms of this Privacy Policy, and as such, that you authorize us to process, collect, use, store, share, transfer or disclose the Personal Information you provide to us within the scope of this Privacy Policy. If you do not agree with any term of this Privacy Policy, please discontinue using our Website and Online Platforms.

This Privacy Policy is easily accessible at the bottom of first page of the Website. It is subject to changes due to changes in government laws and guidelines, or LFS’s in-house policies. In case of any change in the Privacy Policy, it will be updated on the Website immediately and replace the prior version, and any addition, deletion or revision of this Privacy Policy will be notified and easily accessible with its date of revision. If you do not agree with the revised terms, please discontinue using our Website and Online Platforms.

Scope

“Website and Online Platforms” means LFS’s official internet website and the computerized data processing tools that are used by LFS’s staff as IT tools for administrating the School (especially

registration, re-enrolment, billing, or other usual processes of schooling) and that are used by families as part of their communication with LFS. Online platforms include Pronote, edited by Index Education, and Eduka, edited by Eduka Software Ltd. The LFS, as well as the provider of the School's platform, firmly undertake to respect a set of rules of good conduct in order to guarantee respect for the confidentiality of all data you provide to us.

Personal Information

“Personal Information” means information that is used to identify you and your relatives, including your child. We are collecting the following information, regarding you and your relatives, including your child, through the various forms you are asked to fill in case of enrolment or re-enrolment of your child in our School, or when we ask for your information to be updated during the school year:

- Name and first name;
- Date and work of birth;
- Nationality;
- ID and visa information;
- Postal address and postal code;
- E-mail address;
- Telephone number;
- Marital status;
- Profession and employer;
- Language information;
- Education / curriculum information (current and historic one) and related marks and diplomas;
- Medical information (such as allergies, chronic diseases, or vaccinations records).

You should ensure that the Personal Information you provide is true and accurate. We will not assume any legal liability arising from any inaccurate, unauthorized or false information that you provide. If you provide any Personal Information regarding others, you must ensure that their proper consent and authorization has been obtained.

Our Website and Online Platforms are intended to be used to provide Personal Information by persons that are over the age of legal majority. Prior consent of a parent or guardian is required whenever we collect Personal Information about a person below the age of legal majority.

Collection and use of Personal Information

Your personal information is collected through forms, namely:

- Application registration form;
- School registration, re-enrolment, deregistration forms;
- Request to attend an open house or a visit;
- Other personalized forms.

We use the information thus collected for the following purposes:

- Management of students' schooling;
- Contact with students and parents;
- Administrative processing (invoicing, collections, etc.)

We will retain Personal Information that we collect for as long as it is reasonably necessary to fulfill the original purpose of collection and as may be required under applicable law.

Sharing, transferring and disclosure of Personal Information

In order to fulfill the purposes described in this Privacy Policy and to serve you, we may share Personal Information with service providers (such as travel agencies, canteen provider, bus companies, ...), educational institutions or art, sport, ... professional or organizations on the occasion of events (such as school trips, educational projects, canteen, post-baccalaureate academic guidance, ...) strictly within the limit of the needs of the event. We will only share and transfer Personal Information if it is necessary and will require these third parties to provide such Personal Information a standard of protection at least comparable to this Privacy Policy.

Security and storage of Personal Information

The Personal Information we collect is stored in a secure environment. Servers storage may be located outside of Korea. The people working at the LFS, as well as the providers of the platforms, are required to respect the confidentiality of your information. To ensure the security of your personal information, we use the following technical measures:

- Access to the platform via secure connection (HTTPS)
- Access management: only authorized personnel are able to access the data
- Network monitoring, intrusion detection, and virus and Trojan defense software
- Encrypted computer backups with a key known only to the platform provider and that can only be restored on the original platform
- Your connection to the platform is protected by a login/password combination
- The server hosting the school platform is protected by a hardware firewall and a software firewall.

We are committed to maintaining a high level of confidentiality by incorporating the latest technological innovations to ensure the confidentiality of your transactions and provide a reasonable assurance of security. We will endeavor to protect Personal Information from unauthorized access, disclosure, use, destruction, loss or divulgence. However, despite these security measures, the use of computer networks has inherent risks and there is no absolute guarantee of security on the Internet.

Log files and cookies

We collect certain information through log files and cookies (text files temporarily stored on your computer or mobile device upon your consent). This mainly concerns the following information:

- IP address at registration and localization;
- Pages visited and requests;
- Connection time and day;
- Search terms, search engines used, and the web browser used.

The use of such files allows us:

- To improve the service and provide a personalized welcome and a more user-friendly experience;
- To establish anonymous statistics.

This information is never loaned or sold to any third parties.

Contact information

If you have any questions, comments, suggestions or requests, including but not limited to requests regarding the management of your Personal Information, please contact us by sending an email to: privacy@lfseoul.org

- ***Right to object and withdraw***

We are committed to providing you with a right to object to and withdraw your personal information. The right to object is understood as being the possibility offered to users to refuse that their personal information be used for certain purposes mentioned at the time of collection. The right to opt-out is defined as the ability for users to request that their personal information be removed from, for example, a school mailing list. To exercise these rights, you can send an e-mail to the aforementioned contact address.

- ***Right of access***

We undertake to grant a right of access and rectification to data subjects wishing to consult, modify or even delete information concerning them. This right can be exercised either through the school's platform or by contacting the LFS by e-mail at the aforementioned contact address.

Legislation

We undertake to comply with the following legislative provisions, both technically and organizationally:

- GDPR (General Data Protection Regulation) coming into force on May 25, 2018;
- PIPA (Personal Information Protection Act, 개인정보보호법) coming into force on September 30, 2011.

Notification upon revision of the Privacy Policy

The last revision consists of the following: n/a

This last revision has been applicable since: March 23, 2020