

French School of Seoul's Privacy Policy and Terms of Use of the Website

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 the French School of Seoul’s 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 Google Workspace, edited by Google, Pronote, edited by Index Education, Eduka, edited by Eduka Software Ltd, and Tacite, edited by Université de Rennes 2. 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 the child of whom you are the legal guardian. Personal Information may include unique identifying information and medical and health information.

We are collecting the following information, regarding you and your relatives, including the child of whom you are the legal guardian, through the various forms you are asked to fill in case of enrollment or re-enrollment 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 place of birth;
- Nationality;
- ID and visa information, that is considered as unique identifying 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 and health information (such as allergies, chronic diseases, or vaccinations records).

As an employee, or candidate for, working in our School, we are collecting the following information in the recruitment process and for the processing of management of human resources:

- Name and first name;
- Date and place of birth;
- Nationality;

- ID and visa information, that is considered as unique identifying information;
- Postal address and postal code;
- E-mail personal address;
- Personal telephone number;
- Education / curriculum information (current and historic one) and related marks and diplomas;
- Marital status, if needed;
- Health certificates, if needed in case of absence;
- Profession and previous employers.

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;
- Compliance with regulations the LFS should abide by, such as (without limitation) the ones issued by the Korean Ministry of Education or the Agence pour l'Enseignement Français à l'Etranger ("AEFE");
- Contact with students and parents;
- Administrative processing (invoicing, collections, etc.)

As an employee, or candidate for, working in our School, we use the information collected during the recruitment process, and updated during the course of your career in our School, for the following purposes:

- Management of human resources (HR),
- Administrative processing, including for potential visa formalities.

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: Personal Information will be retained during the time of the registration of the child at the LFS and after the radiation of the child from

the LFS as requested by the applicable regulations for schools in Korea; Personal Information of an employee, or a candidate for, working our School, will be retained during the application process and until three years after the end of the application process, and during the working period at the LFS and after the departure from the LFS.

Sharing, transferring, entrustment and disclosure of Personal Information

In order to fulfill the purposes described in this Privacy Policy and to serve you, we may entrust Personal Information with service providers (such as travel agencies, cafeteria provider, ...), educational institutions or art, sport, ... professional or organizations on the occasion of events (such as school trips, educational projects, post-baccalaureate academic guidance, ...) strictly within the limit of the needs of the event. We will only entrust 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.

Disclaimer for the use of the French School of Seoul's Website

By accessing or browsing the French School of Seoul's Website, you agree to the following Terms of Use. If you do not agree with those Terms of Use, please discontinue using our Website. The French School of Seoul reserves the right, at its discretion, to change, add or remove portions of these Terms of Use at any time, so we encourage you to check this page regularly for changes. Your use of the Website signify you assent to its Terms of Use.

The French School of Seoul takes a high care in ensuring the accuracy of the content of its Website. However, the French School of Seoul does not assume any liability for, and does not warrant that, the information included in this Website is accurate or complete, or that it is free from errors, or that it will remain available without discontinuity. The French School of Seoul disclaims all warranty, express or implied, about the content of its Website, and excludes all liability to anyone for any loss or damage that may be caused by any error or omission, whether such error or omission result from negligence, accident or any other cause.

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Any downloading of content is at your own risks and under your sole responsibility and the French School of Seoul shall not be deemed responsible for any damage or loss of data resulting from the download.

Restrictions on the use of the content included in the French School of Seoul's Website

The content in the French School of Seoul's Website, including, but not limited to, texts, drawings, photographs, names, logos, graphics, videos, sounds... and all copyright and other intellectual property rights therein belong to the French School of Seoul and/or to the AEFÉ. You are hereby granted permission to access the French School of Seoul's Website and print a copy of the content as a record of your visit. All other use of the French School of Seoul's Website and its content, including modification, publication, transmission, creation of derivative works, reproduction or incorporation into another website is not permitted without the French School of Seoul's and/or AEFÉ's prior express written consent.

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:

- Localization (country) via Google Analytics;
- Pages visited and requests;
- Connection time and day;
- Search terms, search engines used, and the web browser used.

the French School of Seoul's Website uses Google Analytics cookies: information collected is transferred and stored on servers located in the United States, in compliance with its Google's confidentiality policies. For more information about Google's confidentiality policies, please visit [Google Analytics privacy overview](#) and [Opt out of Google Analytics tracking](#).

Information collected by the cookies are not nominative, they are anonymous. 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.

By browsing the French School of Seoul's Website, you are accepting the use of cookies and log files as described above. If you want to control or cancel the cookies, you can modify the configuration of your browser, uninstall existing cookies or simply be informed when new cookies are sent to your device. If you want to refuse the use of cookies, you can adjust your internet browser to refuse such cookies. The settings for such configuration are usually found by navigating through "tools">"internet options">"personal information". In case you refuse cookies or uninstall cookies, please note that certain features of the website may be disabled.

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 or by calling +82.2.535.1158.

- ***Right of access***
We undertake to grant a right of accessing, perusing over and rectifying to your personal data should you wish to consult, modify or even delete information concerning you or the child of whom you are a legal guardian. This right can be exercised either through the school's platform or by contacting the LFS by e-mail at the aforementioned contact address or call the aforementioned phone number.
- ***Right to suspend the processing***
We are committed to providing you with a right to suspend the processing of your own personal information or the personal information of the child of whom you are a legal guardian. To exercise these rights, you can send an e-mail to the aforementioned contact address or call at the aforementioned phone number.
- ***Right to object and withdraw***
We are committed to providing you with a right to object to and withdraw your own personal information or the personal information of the child of whom you are a legal guardian. 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 or deleted from, for example, a school mailing list. To exercise these rights, you can send an e-mail to the aforementioned contact address or call at the aforementioned phone number. If you wish to withdraw your consent, please note that such data withholding may result in an inability for the child to register to the LFS, or for the candidate to working in the school to apply to or practice your job at the LFS.

Applicable legislation

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

- PIPA (Personal Information Protection Act, 개인정보보호법) coming into force on September 30, 2011.

Notification upon revision of the Privacy Policy

This last revision has been applicable since: March 23, 2021