



Information note on the protection of your personal data

GENERAL DATA PROTECTION REGULATION (GDPR)

Personal data processed by the International School of Monaco (ISM) are processed in accordance with the General Data Protection Regulation No. 679/2016 (GDPR).

ISM acts as the data controller of your personal data.

PERSONAL DATA PROCESSED :

The management of applications for job offers within ISM requires the processing of personal data that you provide through this online form, which are notably :

- Identity: Names, first names, date of birth
- Contact details: Postal address, e-mail address, telephone number
- Training - Diploma - Professional life - CV
- Personal life: hobbies

PURPOSE OF THE PROCESSING :

To facilitate the process of applying for an ISM job offer via its website.

The processing is justified by the following legal bases:

- the legitimate interest of ISM to set up an online form allowing to simplify application procedures within the school.
- the processing has a pre-contractual legal basis between the applicants and the school. This information is essential for the proper processing of the application file, enabling the administrative management of their recruitment.

SECURITY MEASURES :

ISM is committed to the respect of privacy and the protection of personal data, which is why these values constitute one of the school's major commitments. In its capacity as data controller, ISM ensures the security of your personal data by implementing all necessary and appropriate technical and organisational measures to guarantee the protection of your personal data. Indeed, these measures are put in place in order to preserve the security of the information and in particular to prevent it from being altered, deformed, damaged, destroyed in an accidental or illicit manner, lost and/or communicated to unauthorised persons beforehand.

To this end, an external data protection officer (DPO) has been appointed by ISM, who is in charge of all the missions provided for by General Data Protection Regulation (GDPR), and additional missions. In addition, it is able to answer all your questions concerning your rights to personal data.

In this case, access to your data is strictly limited to the personnel authorised by ISM.

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YOUR RIGHTS :

All the means necessary to guarantee the effectiveness of your rights are implemented by ISM in accordance with the GDPR. Indeed, you have:

- a right of access to the processing,
- a right to request the rectification (and erasure) of your personal data,
- a right to portability, a right to object to the processing,
- a right to lodge a complaint with a supervisory authority.

RECIPIENTS AND RETENTION PERIOD :

Your personal data is only used by ISM staff, authorised to process recruitment applications.

However, your application may be forwarded to our partner King's College School Wimbledon for recruitment purposes.

Your personal data is kept for a limited period of time depending on the purpose of the processing and the retention period provided for by the legislation in force. In any case, application data is kept for a maximum of 2 years after the last contact in case of an unsuccessful application.

CONTACTS :

To exercise your rights concerning this processing of your personal data, you may send a request to our Data Protection Officer, providing proof of your identity:

- By post: S.A.M ACTIS - For the attention of the Data Protection Officer - 14 avenue de Grande Bretagne- 98000 - Monaco,
- or by e-mail : rgpd@ismonaco.com

THE INTERNATIONAL SCHOOL OF MONACO