



## Limited authorisation to release confidential information.

### Request of Special Arrangements in the European Baccalaureate cycle.

Hereby, I / we, ..... ,  
legal representative(s) of ..... , pupil of  
the (Accredited) European School of .....  
authorise the School to release confidential information about the pupil in the process of  
request of special arrangements for the European Baccalaureate cycle under the  
following conditions.

1.- The information will be contained in the following **documents**:

- Application form template (2014-09-D-12-en-5).
- Letter requesting special arrangements for the European Baccalaureate cycle
- Medical / psychological/psycho-educational / multi-disciplinary report(s) and other supporting documents referring to the pupil's condition and/or circumstances.

2.- This information will only be **accessible to**:

- Authorised staff in the School.
- Authorised staff in the Office of the Secretary General. Electronic copy.
- Inspector(s) in charge of the Education Support. Inspectors will not retain copies of the documents.
- External experts in charge of the evaluation of reports. External experts will not retain copies of the documents.

3.- The information will be **transmitted** from the schools to the Office of the Secretary General only by secured electronic channels. (Email / SharePoint)

4.- The information will be **stored during** three years after the pupil has completed the Baccalaureate cycle, left the European School System or until the outcome of an appeal, had it been launched. Then all files will be destroyed.

5.- The European Schools commit to confidentiality and data protection respecting the national regulations.

I/we am/are informed of my/our right of access, rectification and opposition to the processing of the above-mentioned confidential information and that I/we can withdraw my/our consent at any time by letter to the Director of the School.

Date

Signatures