



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

PRIVACY POLICY

OF THE

INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Dear Parents, Students, future Parents, and future Students!

The International Christian School of Budapest (hereinafter "**School**") is committed to the protection of personal data. We process the personal data of our School's students, future students, and their parents in accordance with the legislative provisions, considering the interests and complying with the rights of data subjects, as follows:

In this Privacy Policy the children attending the Kindergarten, Elementary School, Middle School and High School are generally designated as students or children.

The Data Controller: Budapesti Nemzetközi Keresztény Iskola (International Christian School of Budapest)

Headquarter: 2049 Diósd, Ifjúság út 11.

1. DATA PROCESSING BY THE SCHOOL

The teacher, the educator, and the employees directly assisting the teaching process, including - without limitation - the persons who are involved in supervising the children/students, shall be bound by the confidentiality principle against third parties regarding every fact, detail, and information about the child/student and his family, including information of which they become aware in their communications with the child, the student, and the parent. This obligation remains valid even after the termination of employment or other legal relationship, without a time limit. The obligation of confidentiality does not extend to meetings between the members of the school board and other persons who are working on the child's development, or to the communication linked to the development of the child with the members of the child safety team.

Data related to the student's development, educational performance, physical, or mental health may be disclosed - in order to protect the development and mental and physical health or to prevent a possible endangerment - to other persons working for the School, including without limitation teachers, supplemental services staff members, teacher's assistants, after-school teachers, members of the child safety team, school doctor, school nurse, district nurse, and school psychologist.

The persons with access rights related to each specific data processing are therefore entitled to the extent that is needed and adequately justified to communicate the data to other persons working in the School on the development of the children in order to ensure the development and mental and physical health of the children.



1.1. Applicant Data (Student and Parent Data)

Application to ICSB is made by filling out the online application form. The School processes the personal data specified in this form, as well as the data contained by the documents uploaded to this system. By filling out this application form the parent/guardian agrees that the School processes the data provided on the application form during the selection procedure. During the selection procedure, beyond the data specified on the application form, the School shall process the results of the entrance tests completed by the children. It also may process the personal data provided during face-to-face interviews with the parents.

Whereas the child is not admitted to the School, the data shall be erased 180 (one hundred and eighty) days after the completion of the selection procedure.

If the child is not admitted to the School, but the parent makes a written request to keep the child's data on file for future consideration, the data shall be stored and processed while the child is waiting for consideration, but no more than 5 (five) years. Since the data processing is based on consent, the parent is at any time entitled to request the School to withdraw his child from consideration and to stop the processing of his personal data. The request for termination of the data processing implies the deletion of the child from the system. In that case, the School shall terminate the processing of data related to the child within 30 (thirty) days and shall erase the data. This removes the child from the possibility of future consideration until the parent submits a new student application.

Student's personal data:

- Full name
- Place of residence
- Photo
- Place and date of birth
- Gender
- Citizenship/Nationality
- Mother tongue (language spoken at home)
- Email address
- Phone number
- Grade
- Siblings
- In the case of foreign citizens, the name, number, and expiration date of the residence permit
- Social security number or, in the case of foreign citizens, the name and address of the health insurance company
- Vaccination records
- Medical and health diagnoses or conditions
- Medication taken regularly
- Data regarding allergies
- Contact data of physician and dentist
- Data linked to the student's previous kindergarten or school relationship



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

- Evaluation and rating of the academic, developmental, and behavioral progress in the student's previous kindergarten or school
- Data regarding the disciplinary cases and legal proceedings related to the student
- Data regarding grade repetition
- Data regarding the home-schooled status of the student
- Data regarding the admission procedure
- Data linked to the suspension or termination of the school relationship
- Data regarding the child/student with learning, developmental, or behavioral disabilities or disorders
- Standardized and other testing and measurement data

Parent's/Guardian's personal data:

- Full Name
- Place of residence
- Phone number
- E-mail address
- Employer
- Citizenship/Nationality
- Gender
- Religious affiliation (optional)
- Name, address, and phone number of persons to be contacted in case of emergency
- Full name and phone number of persons entitled to pick up the child and their relationship to the child/parent (children under 12)
- If the parents are separated or if they don't have joint custody, then the name of the parent with the sole custody and the court's/authority's decision in that respect – which will be stored separately by the school registrar.

A. The purpose of data processing

To make a decision regarding the admission of the child to the School.

B. The legal basis for data processing

The consent of the data subject, and the preparation of contract to be concluded with the School.

C. Storage of data

The submission of the application form is accepted only online (or printed and handed in personally in exceptional cases). The online application forms shall be stored by the School individually in the PowerSchool system; in case they were submitted in paper form, these shall be stored in the personal folder of each student, in a locked cabinet in the school registrar's office.

D. Persons having access to data

- school registrar
- school director and his/her assistant



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

- principals of elementary, middle and high school (hereinafter collectively referred to as principals) and their assistants
- supplemental services staff (if applicable)
- IT staff
- PowerSchool administrators

E. Duration of data processing

Until the decision regarding the child's admission is made, and

- in case of refusal, the data will be erased in 180 (one hundred and eighty) days from the completion of the selection period, unless the parent requests for the child's data to remain on file for future consideration, in this case data will be erased in 5 (five) years,
- if the student is being admitted, the data shall be processed together with the student's personal files for the period set below.

1.2. Personal Data of Students Admitted to Our School and Their Parents' Data

If the child is admitted to our School, the following data should also be provided, which shall be processed together with the data and categories of data provided in Section #1:

- any current data that completes or updates admissions data
- the educational identification number of the student (provided by the previously attended Hungarian school)

A. The purpose of data processing

Contact with the parents, mental and physical development of the child, medical and health care, complying with statutory obligations.

B. The legal basis for data processing

Legitimate interest of the student, as well as complying with statutory obligations; in regards to medical data, the legal basis is statutory obligation serving the public interest, and consent.

C. Storage of data

Data mentioned above shall be stored by the School in the PowerSchool system; or, after printing, in a locked cabinet, in the personal folder of each child.

D. Persons having access to data

- current teachers of the child and other professionals working with the child
- school registrar
- school director and his/her assistant
- principals and their assistants
- supplemental services staff (if applicable)
- IT staff
- PowerSchool administrators
- Hungarian affairs liaison



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

- members of the child safety team, where appropriate
- other persons in relationship with the School or working for the School

E. Duration of data processing

As long as the student is attending the School, but not longer than 3 (three) years after the completion of the studies.

1.3. Alumni's Contact Data

The School may store the following contact information of students based on written consent to keep in touch with alumni:

- Full name
- E-mail address
- Phone number

A. The purpose of data processing

Contact with the alumni, build alumni community (organize alumni events, etc.).

B. The legal basis for data processing

The student's written consent.

C. Storage of data

Data mentioned above shall be stored by the School in the PowerSchool system.

D. Persons having access to data

- school registrar
- school director and his/her assistant
- principals and their assistants
- IT staff
- PowerSchool administrators
- other persons in relationship with the School or working for the School (when necessary)

E. Duration of data processing

Indefinitely, or until the alumni's consent is revoked.

1.4. Students' Health Data

In order to ensure the healthy development of students and the preservation of their health condition, as well as complying with statutory obligations, the School stores and manages the following health data related to students:

- a) vaccination records;
- b) allergies;



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

- c) every visit to the school nurse, and a description of what happened there (symptoms, injuries, and the treatment or medication that might be administered);
- d) data regarding mandatory health screenings;
- e) other chronic diseases;
- f) social security number or in case of foreign citizens the health insurance number, as well as data concerning the health insurance company (name, address);
- g) pre-existing conditions, diagnosis;
- h) regularly taken medication;
- i) contact data of pediatrician and dentist.

A. The purpose of data processing

The protection and monitoring of the child's health and development.

B. The legal basis for data processing

Consent (at the beginning of the first school year the parents sign a Health Agreement), as well as complying with statutory obligations, the data processing by the school nurse and the district nurse serves as medical prevention and is binding on the basis of the legal provisions of the Hungarian Law aiming at the protection of significant public interest.

C. Storage of data

- The data are stored in the PowerSchool system, the central software maintained by the School.
- The data referred to in paragraph a)–b) and e)–g) are also stored in the Sanus system required by the legislation in force.
- The Health Agreement shall be kept by the School in a locked cabinet, in the personal folder of each child. The Health Agreement is also transmitted to the school nurse and the school doctor to allow the health office provide the best medical treatment/prevention for the child. After the mandatory health screening, the school doctor might suggest follow-up testing.

D. Persons having access to data

- school registrar
- health office staff
- school director and his/her assistant
- principal of the school where the child is enrolled, and her assistant
- supplemental services staff (if applicable)
- IT staff
- PowerSchool administrators
- in some cases, other school staff members might be informed of health data

E. Duration of data processing

As long as the student is attending the School, however duration of data storage is 25 (twenty-five) years for vaccination and health screenings documentation.



Data stored in the SANUS program

Complying with its statutory obligations, the School stores and processes the following health data of the child in the SANUS program:

- every vaccine received by the child,
- the results of annual mandatory health screenings (body weight, height, results of hearing and sight tests),
- data of emergency medical treatments (medical opinion, finding, diagnosis, recommended therapy, drugs which might be prescribed and their administration).

If the child moves to another school, the district nurse will produce a report from the SANUS program, which will include the vaccines received and the results of mandatory health screenings. The report will be sent to the district nurse of the new school by registered mail.

A. The purpose of data processing

The protection and monitoring of the child's health and development.

B. The legal basis for data processing

Complying with statutory obligations legislated for the protection of significant public interest, consent and health prevention.

C. Storage of data

The data referred to in paragraph a)–b) and e)–g) are also stored in the Sanus system required by the legislation in force. The data will be stored and accessed exclusively in the SANUS program installed on the school doctor's desktop computer.

Data stored in the SANUS program shall be saved weekly, the existing backup shall be updated once a week, and the saved data shall be stored on a pen drive locked in the health office, and accessible only to the persons listed below.

At the end of the school year data shall be saved by the School to external media, and the saved data shall be stored locked separately by the IT staff.

D. Persons having access to data

- health office staff (school nurse, school doctor and district nurse)
- IT staff (to ensure safe data backup and storage)

E. Duration of data processing

Data exported from the SANUS program shall be kept for 25 (twenty-five) years.

Immunization records

The school nurse shall keep an immunization logbook, which shall contain every vaccine administered by the school doctor, the patient's name, the vaccine's name, date of administration and the patient's or his/her parent's signature.



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

A. The purpose of data processing

To maintain student's health, to identify the circumstances of accidents and to prevent further accidents.

B. The legal basis for data processing

Complying with statutory obligations legislated for the protection of significant public interest, consent and health prevention.

C. Storage of data

The immunization logbook shall be kept in the health office, directly accessible to the school nurse, the school doctor and the district nurse.

D. Persons having access to data

- health office staff

E. Duration of data processing

The immunization logbook shall be kept by the School for 25 (twenty-five) years.

health office visit and accident records

health office visits, accidents and injuries shall be logged by the school nurse in the PowerSchool system. The log shall record the date, the student's name, the reason of the visit or description of the accident/injury, and any treatment or medication administered.

The teacher releasing the student from class to visit the health office shall notify the nurse about the student's visit via e-mail, and the nurse shall also notify the teacher after the student left the health office via e-mail, to justify the absence of the student. All e-mail correspondence will be done via the School's Microsoft Office 365 and Azure cloud infrastructure. The health office may also inform the student's parent(s) about the visit via e-mail.

A. The purpose of data processing

To maintain student's health, to identify the circumstances of accidents and to prevent further accidents.

B. The legal basis for data processing

Legitimate interest of the student and/or of the School.

C. Storage of data

In the PowerSchool system and in the School's Microsoft Office 365 and Azure cloud infrastructure.

D. Persons having access to data

- health office staff
- school director and his/her assistant
- principal of the school where the child is enrolled, and her assistant
- supplemental services staff (if applicable)
- IT staff



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztyén Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

- PowerSchool administrators
- members of the child safety team
- in some cases, other school staff members might be informed of health data

E. Duration of data processing

As long as the student is enrolled in the school, plus 1 (one) year.

Student Emergency Form

The School shall print a report containing health data of the students (TAJ number or insurance company information, parent contact information, allergies and other medical conditions) to access in case of emergency. This report shall be accessible solely to the health office staff, the principals and their assistants, or to the teachers who are supervising/accompanying the students during school related off-campus activities (e.g. field trips, sporting events, etc.).

The Student Emergency Forms shall be stored in separate folders for each class, locked in the principal's office. Before leaving the School the principal or his/her assistant shall hand over the forms to the teacher, coach or assistant coach in charge, who shall hand them back to the principal or his/her assistant immediately upon return to school. The forms shall be kept until the end of the school year.

A. The purpose of data processing

To give staff members access to students' important medical and parent contact information in case of emergency.

B. The legal basis for data processing

Legitimate interest of the student and/or of the School.

C. Storage of data

Printed and stored in separate folders for each class, locked in the principal's office.

D. Persons having access to data

- health office staff
- school director and his/her assistant
- principals and their assistants
- coaches, assistant coaches and other aides supervising the students during off campus activities
- IT staff
- PowerSchool administrators

E. Duration of data processing

Until the end of the school year.



1.5. Financial Data

The School processes the following financial data, and categories of data regarding the students:

- name, address, e-mail address, phone number of parent, legal representative, or bill payer,
- contribution fees, account balance,
- special fees, additional charges, lunch account balance,
- scholarships,
- billing name, address, tax identification code / tax number,
- contribution fee payment date, transactions,
- contribution fee arrears, formal notice /e-mail sent,
- account number and bank of parent, legal representative or bill payer,
- invoices issued,
- parental statement on the changes of exchange rates,
- data provided in the contribution fee reduction request provided by the person concerned,
- the contract between the School and the parents and the data contained (parent and child name, contact information, birth information, tax identification number)

A. The purpose of data processing

Payment of contribution and other fees, complying with accounting obligations.

B. The legal basis for data processing

To perform the contract concluded between the School and the parent, as well as to comply with statutory obligations of the School.

C. Storage of data

In the PowerSchool system, in the accounting software of School (SALDO), the invoices are sent to the parents by e-mail, printed and locked at the School's Business Office.

D. Persons having access to data

- business office staff
- school director and his/her assistant
- IT staff
- PowerSchool administrators

E. Duration of data processing

Invoices and billing information (name, address, tax identification code, tax number, contract number) shall be kept for 8 (eight) years following the year of issue, whereas data related to contribution fee arrears will be kept for 1 (one) year following the payment of contribution fee.



1.6. Online Academic Tests

Online tests completed electronically by students are uniformly assessed by external data processing organizations. In relation to testing, the School shall send the student's name, grade, and birth date and the completed test to external data processing organizations.

A. The purpose of data processing

To assess the student's knowledge, to track their progress.

B. The legal basis for data processing

Fulfilment of the agreement concluded between the School and student/parent on the education of the student.

C. Storage of data

Online tests shall be completed by students on external servers operated by third party data processors, and shall be stored on these servers. Results may also be stored in Power School.

D. Persons having access to data

- external data processors
- principals and their assistants
- the child's current teachers
- other professionals working with the child
- IT staff
- PowerSchool administrators

E. Duration of data processing

External data processors shall process data for the student as long as he/she is enrolled at the School or until the School's contract is valid with the external data processor. The School shall process the written assessment according to rules applicable to student's grades.

1.7. School Papers, Essays, Other School Related Work of Students

School papers, essays, and other written tasks performed or handed in at School (hereinafter collectively: the papers) shall be stored and processed in paper form (with the student's name on the papers). The papers shall be handed back to the student after being revised/graded by the teacher. The teacher might communicate the content, the result of the paper and the eventual mistakes to other students for educational purposes.

A. The purpose of data processing

Development of the student and evaluation of his knowledge and skill.

B. The legal basis for data processing

Fulfilment of the agreement concluded between the School and student/parent on the education of the student.



C. Storage of data

Until revising/grading, the teacher shall store the papers separately and out of sight – locked away, if possible, but the teacher is authorized to share its content with other students for educational and teaching purposes.

D. Persons having access to data

- the child's current teachers
- other professionals working with the child
- principal and her assistant
- school director and his/her assistant
- school registrar
- other students

E. Duration of data processing

Until revising and handing back to the student. The School shall process student's grades for the period set in the "Grades and Assessments" section of this Privacy Policy.

1.8. Grades and Assessments

The student's grades and written assessments shall be stored and processed by the School in the PowerSchool system. The grades might be communicated to other students as well.

A. The purpose of data processing

Development of the student.

B. The legal basis for data processing

Fulfilment of the agreement concluded between the School and student/parent on the education of the student.

C. Storage of data

In the PowerSchool system.

D. Persons having access to data

- the child's current teachers
- other professionals working with the child
- principal and her assistant
- school director and his/her assistant
- school registrar
- IT staff
- PowerSchool administrators
- other students

E. Duration of data processing

3 (three) years after completion of studies by the student.



1.9. Report Cards and Transcripts

The School shall issue a report card for the students on a quarterly basis. Transcripts shall be issued by the School to high school students only, upon request. The report card or transcripts display the name and address of the student, his/her academic achievements (grades), and may display their gender, date of birth, behavioral or attitude grades or notes, general notes from the teachers, and absences and tardies.

This data shall be stored in the PowerSchool system of the School and may also be handed out to the students quarterly in printed form.

A. The purpose of data processing

Development of the student, certification of studies.

B. The legal basis for data processing

Legitimate interest of the student, certification of studies.

C. Storage of data

In the PowerSchool system.

D. Persons having access to data

- the child's current teachers
- other professionals working with the child
- principal and her assistant
- school director and his/her assistant
- school registrar
- members of the child safety team (if applicable)
- IT staff
- PowerSchool administrators
- other school staff members

E. Duration of data processing

100 (one hundred) years.

1.10. Photographs, Image and Sound Recordings of Students

With the optional prior written consent of the parent – and of the child, if over 14 years of age – the School or a third party is authorized to take photographs, image and sound recordings of the student at School events, and the School is authorized to publish these recordings on its website, to make public in the School's yearbook, promotional materials or advertisements.

The content of the School's web page is public and anybody can download the photos. The photos that were printed in yearbooks, promotional materials, and advertisements which the School no longer holds cannot be erased in case of withdrawal of consent. The School has no influence on this.



A. The purpose of data processing

Developing community and promoting the School.

B. The legal basis for data processing

Consent of data subject (parent or student).

C. Storage of data

The recordings shall be stored on the server of the School and on the school website. The photos and recordings uploaded to the website or published in the yearbook and promotional materials are publicly accessible.

D. Persons having access to data

For photos uploaded to the School server:

- staff members of the School
- students and staff members on the yearbook editorial team

For photos uploaded to the web page, published in yearbooks or promotional materials:

- anyone

E. Duration of data processing

Until withdrawal of consent, but in some cases indefinitely (e.g. printed yearbooks or promotional materials, photos downloaded from the website).

1.11. Publishing Students' Works in School

The School may expose students' works (drawings, paintings, essays, etc.) on the walls of the classroom, the School hallway or other premises for educational, teaching or promotional purposes. If the parent objects, the work shall be removed from the wall or other public space or – in accordance with the objection – the student's name and other personal identification data shall be blacked out or removed.

A. The purpose of data processing

Progress of the student, community development, creating a child-friendly environment.

B. The legal basis for data processing

Legitimate interest of the student and the community.

C. Storage of data

On school campus.

D. Persons having access to data

All persons present in the School.

E. Duration of data processing

The end of the school year at most, or indefinitely, with permission.



1.12. Meeting Notes

A. The purpose of data processing

Progress of the child, promoting physical and mental health.

B. The legal basis for data processing

Fulfilment of the agreement concluded between the School and student/parent on the education of the student.

C. Storage of data

The teacher or school professionals may take notes on paper during meetings. These notes shall be stored out of sight, locked away, if possible, and destroyed at the end of the school year, unless keeping them is necessary for the child's development, preventing a dangerous situation for the child or other procedures.

D. Persons having access to data

- the child's current teachers
- other professionals working with the child
- principal and his/her assistant
- school director and her assistant
- school registrar
- members of the child safety team (if applicable)
- IT staff
- PowerSchool administrators
- other school staff members

E. Duration of data processing

Until the end of the school year; when storing the data is necessary for the child's development or preventing a dangerous situation for the child, it shall be stored until the completion of studies; if it's necessary for other procedures, it shall be stored until the proceedings are definitely concluded.

1.13. Discipline Log

The School shall record problems, incidents, sanctions, or measures related to the student's behavior, notes regarding the agreements with the parents, description of circumstances of any verbal or physical aggressions in the discipline log of the student.

A. The purpose of data processing

Development of the student and protection of the community and the other students

B. The legal basis for data processing

Fulfilment of the agreement concluded between the School and student/parent on the education of the student.



C. Storage of data

Digitally in the PowerSchool system of the School, in case of more serious incidents the Principal may make notes on paper which shall be stored separately in the student's folder.

D. Persons having access to data

- the child's current teachers
- other professionals working with the child
- principal and his/her assistant
- school director and her assistant
- school registrar
- Hungarian affairs liaison
- members of the child safety team (if applicable)
- IT staff
- PowerSchool administrators
- other persons in relationship with the school

E. Duration of data processing

The discipline log shall be stored and processed until the completion of the studies or – in case of expulsion – for 5 (five) years from expulsion.

1.14. Data Processing by the Child Safety Team, Exchange of Correspondence with the Authorities

There is a child safety team in the School which shall analyze reports of possible abuse on the basis of the warning from any teacher, the school psychologist, the district nurse, the school nurse or other professional or parent, and if necessary shall notify the school director in a report. If involving or notifying the authorities becomes necessary, the school director shall directly take care of that.

A. The purpose of data processing

Protection of physical and mental health of the student.

B. The legal basis for data processing

The legitimate interest of the student.

C. Storage of data

In Microsoft Teams, which is directly accessible only to the members of the child safety team. Correspondence between the authorities and the school director shall happen via e-mail through the School's Microsoft Office 365 and Azure cloud infrastructure.

D. Persons having access to data

- members of the child safety team
- school director and his/her assistant
- IT staff
- student's teacher(s) (if necessary)



- district nurse (if necessary)
- school nurse (if necessary)
- school psychologist (if necessary)
- other persons in relationship with the school (if necessary)

E. Duration of data processing

25 (twenty-five) years

1.15. Data Related to Internet Usage

The School shall try to block harmful contents in case the students are using the school's Wi-Fi network, but this does not mean that the students will never see harmful or dangerous content during the usage of internet in school. The School shall record and store the data related to the student's internet usage (IP address, time of log in and log out, web pages visited).

A. The purpose of data processing

To eliminate harmful internet content, to promote the physical and mental health and development of the student.

B. The legal basis for data processing

The legitimate interest of the student.

C. Storage of data

On the School server, as well as in the Wi-Fi management system.

D. Persons having access to data

- IT staff

In case of a suspected incident:

- school director and his/her assistant
- student's principal and his/her assistant
- student's teacher
- parents of the student
- other persons in relationship with the school (if necessary)

E. Duration of data processing

30 (thirty) days, or in case of suspected criminal offenses 3 (three) years

1.16. Other Data, Records Related to Teaching Activities or School Activities

Faculty and other staff members may take notes and create other documents (e.g. lesson plans, individual development plans, worksheets, etc.) linked to their daily activities, and they may create additional files (e.g. casting of School plays) in connection with school activities, which shall be stored digitally in the Microsoft Office 365 and Azure



cloud infrastructure. The data may be accessed by the staff members of the concerned department, the members of the IT staff, the principal and the school director.

Faculty and other members may create additional digital files in the Microsoft Office 365 and Azure cloud infrastructure, which can be shared with students, other teachers and professionals. These files may contain relevant information for the concerned community (e.g. homework, common photos) and shall be available only for the members of the community chosen by the teacher or staff member.

Supplemental services staff members and occasionally other faculty members working on the individual development of students may create files for students in PowerSchool or in the Microsoft Office 365 and Azure cloud infrastructure, which shall be accessible only to the professionals working on the individual development of the student concerned, and to the IT staff, and, if needed, they may inform – to the necessary extent – any member of the school staff about the data.

A. The purpose of data processing

To perform school tasks, development of individual students and the community.

B. The legal basis for data processing

The fulfilment of the agreement concluded between the School and student / parent.

C. Storage of data

In PowerSchool or Microsoft Office 365 and Azure cloud infrastructure, and paper (stored securely).

D. Persons having access to data

- student's teacher(s)
- supplemental services staff members
- school director and his/her assistant
- principals
- IT staff
- other staff members (in some cases)
- parents (in some cases)
- other persons in relationship with the school (in some cases)

E. Duration of data processing

Until the end of the school year, or, in some cases until the student's studies are concluded at the school.

1.17. Data Related to Correspondence

General correspondence between the School and parents take place within the PowerSchool system or via the school's website.

In some cases (absences, tardies, discipline issues, parent complaints, etc.), personalized correspondence (e-mailing) may be necessary via Microsoft Office 365 and Azure cloud infrastructure. If any of the e-mails contains information set in this Privacy Policy or by



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

legislation, the School is entitled to store the e-mails (and the parent's e-mail address) for the period set for the concerned content both digitally and in printed form.

A. The purpose of data processing

To inform and keep in touch with parents, and the development of student.

B. The legal basis for data processing

The legitimate interest of the student and the fulfilment of the agreement concluded between the School and student / parent.

C. Storage of data

In the PowerSchool system, the school's website's database, and Microsoft Office 365 and Azure cloud infrastructure.

D. Persons having access to data

- parent
- student's teacher(s)
- supplemental services staff members
- district nurse (if necessary)
- school nurse (if necessary)
- school psychologist (if necessary)
- Hungarian affairs liaison
- members of the child safety team
- school director and his/her assistant
- principals
- IT staff
- PowerSchool administrators
- other staff members (if necessary)
- other persons in relationship with the school (if necessary)

E. Duration of data processing

Until the end of the school year, but emails containing relevant information (e.g. absences, omissions) may be printed and stored in the student's file for a period of 5 (five) years after the completion of studies. Within that period the School has the right to store the e-mails with the above-mentioned content digitally.

In case of parent complaints, the data shall be stored for a period of 5 (five) years.

1.18. Parental Consent Documents

The School has the following parental consent forms, waivers or agreements:

- Field Trip Release Form
- Health Agreement
- Athletics Participation and Uniform Waiver Form
- Consent to Image and Sound Recording and Use



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

The School stores and processes the following categories of data in the parental consents:

- student's name and personal data;
- parent's / guardian's name and personal data;
- the subject of consent

A. The purpose of data processing

Exercising the parent's disposal right to decide, the students' security, the health and development of a child, and the documenting of the consent.

B. The legal basis for data processing

The fulfilment of the agreement concluded between the School and student / parent.

C. Storage of data

The School stores the parental consents on paper in the student' files in a locked cabinet in the school registrar's office.

D. Persons having access to data

- student's teacher(s) (if necessary)
- supplemental services staff members (if necessary)
- school director and his/her assistant
- principals
- IT staff
- other staff members (if necessary)
- other persons in relationship with the school (if necessary)

E. Duration of data processing

Depending on the subject of the consent, but in general 3 (three) years after the legal relationship between the School and the student (parent) concluded.

1.19. Security Cameras and Recordings

There are 56 (fifty-six) security cameras in the School area, of which 54 (fifty-four) cameras capture and save the images, while 2 (two) cameras continuously broadcast the images without saving them (live view). The electronic observation system (camera system) in the School area records images containing personal data.

The purpose of operating the electronic monitoring system is to protect the personal and physical integrity of the students and employees of the School, as well as to protect the property, the personal belongings of the students, of other persons and the valuables of the School.

The electronic observation system used by the School is operated and managed by the School. The persons entering the School voluntarily agree, by entering the School area, to the recordings for the above-mentioned purposes, and shall consent the processing of data for the purpose specified in these Regulations. Information regarding the operation



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
Phone: 36 23 381-986 / Fax: 36 23 381-549
www.icsbudapest.org

of the electronic observation system is posted at the main entrances of the school buildings.

The School surveillance cameras can only be placed for the purposes defined above, and in this regard, the viewing angle of the cameras is directed to the areas corresponding to this purpose.

The exact location of the cameras, the areas they observe, and the cameras' range of vision on valuables and equipment, are described in Annex 1 of this Privacy Policy.

The electronic monitoring system shall not be detrimental to the privacy and dignity of the persons concerned. In this regard, the School does not place a camera in an area or room where it would allow the recording of images that could damage the human dignity. Accordingly, there is no camera in the restrooms, locker rooms, or showers.

During the operation of the electronic monitoring device, the receptionist and the security guard at service, as well as the facility manager, the school director and the IT director are entitled to monitor the continuously broadcasted images (live view).

The monitoring device (central recording unit) records the images of all cameras. The recordings are stored on the central server of the device for 7 (seven) days, then automatically deleted unless a criminal act is committed, or there is a reasonable suspicion of a criminal offence or of the preparation of a criminal offence. In such cases, the recordings will be stored until they are transferred to the police or competent authorities, but no longer than up to 30 (thirty) days. The School then destroys the recordings.

The images recorded by the cameras may only be accessed (viewed) by the facility manager and the IT director. The facility manager may authorize the school director, the principals or the security guard on duty to view the stored image recordings in the event of an infringement or suspicion thereof for the purpose of eliminating or examining the legal violation. The School registers any access to the stored image recordings on a paper based log kept by the facility manager. The following information is recorded in the log: the name of the person accessing the image recordings, the time and purpose of access and the scope of data (multiplex, camera angle).

The School may only transmit the images recorded with the cameras to the competent authorities, or law enforcement agencies, if an infringement is suspected.

1.20. Personal Data of Individuals Entering the School Building

Parents

The School shall provide a nominal access card for the parents. The school cashier keeps record of the cards issued to parents in an Excel file saved on the School's central server. The record shall contain the cardholder's name and the number of the card owned. The School shall store the number of the access card and the cardholder's name until the cardholder has a relationship with the School, except in the event of a suspected infringement. Within 30 (thirty) days following the termination of the relationship the School shall erase the data from the registry, except in the event of a suspected



infringement, in which case the data might be needed. In this later case the School may store the data until the transmission to the competent authorities.

Visitors

Visitors are issued a temporary access card upon arrival. The security guard will log the name and personal ID card or passport number of the visitor, the date and time of entry and exit, and the number of the designated access card on a registry slip, which will be signed by the visitor. The security guard on duty shall scan the registry slips at the end of the day and e-mail the scanned file to the facility manager. The security guard will shred the paper registry slips after the scanning is completed. The facility manager shall keep the scanned file in a Microsoft Office 365 and Azure cloud infrastructure folder for 30 (thirty) days and erase it subsequently, except in the event of a suspected infringement. In this later case the School may store the data until the transmission to the competent authorities.

Children (under the age of 18) are not issued an access card and they are not required to submit any personal data when entering the School.

A. The purpose of data processing

The safety of students.

B. The legal basis for data processing

The legitimate interest of the student.

C. Storage of data

On the school server, in Microsoft Office 365 and Azure cloud infrastructure, and paper (stored securely then shredded) – as specified above.

D. Persons having access to data

- IT director
- facility manager
- security guard on duty
- cashier (to parents' data only)
- school director and his/her assistant (if necessary)
- principals (if necessary)
- in case of a suspected infringement the data may be transmitted to the authorities

E. Duration of data processing

30 (thirty) days, except in the event of a suspected infringement, in which case the School may store the data until the transmission to the competent authorities.



2. TRANSMISSION OF DATA, SPECIFIC DATA PROCESSING

2.1 Data related to the student, his development, educational performance, state of health, mental or psychological condition may be disclosed – in order to protect the development, the mental and physical health or to prevent a possible endangerment – to other persons who are in relationship with the School, including the members of the child safety team, the school doctor, the school nurse, the district nurse, the school psychologist, the teachers, the educators, the employees directly assisting the teaching process, furthermore the persons who are involved in supervising the children/students, shall be bound by the confidentiality principle against third parties regarding every fact, detail, information about the child/student and his/her family, information of which they become aware in their communications with the child, the student, and the parent. This obligation remains valid even after the termination of employment, without a time limit. The obligation of confidentiality does not extend to meetings between the members of the school board, respectively to the communication linked to the development of the child with the members of the child protection system.

For the above purposes the School is entitled to transfer the data to the competent authorities (including without limitation the police, the social services, the notary, etc.) and to the general practitioner of the child.

2.2 Every data related to the child may be disclosed to the parent(s) of the child and the under-age student, unless the disclosure of the data will seriously hinder the physical, intellectual or moral development of the child/student.

2.3 The following data of child/student may be transferred based on statutory provisions:

- a) name, place and date of birth, domicile, place of residence, parent's name, legal representative's name, domicile, place of residence, telephone number of parent/legal representative, beginning of relationship, period of suspension, end of relationship, private student status, number of failures in order to establish his whereabouts, to verify legality of absence from the school class or from the mandatory activities organized by the School and to contact the student's parent/legal representative in relation to his relationship and completion of compulsory education, to the maintaining authority, the court of justice, the police, the prosecutor, the notary of the local administration, the administrative authority, the national security services,
- b) data related to the admission to kindergarten, school in relation with the admission procedure to the concerned kindergarten, school, university to the concerned university,



- c) name, place and date of birth, domicile, place of residence, social security number, parent's name, legal representative's name, domicile, place of residence, telephone number of parent/legal representative, medical records form kindergarten and school, data related to school and children's accidents in order to establish his health condition, to the medical institution and the school's institution for medical tasks,
- d) name, place and date of birth, domicile, place of residence, social security number, parent's name, legal representative's name, domicile, place of residence, telephone number of parent/legal representative, data related to the child's, student's failure, date related to the child/student in need of special attention in order to identify and eliminate the vulnerability to the family protection institution, organization, to the child and youth care organization, institution,
- e) data necessary to assess and certify the entitlement in order to apply for accessible state aid, to the maintaining authority,
- f) data necessary to issue the invoice, to the textbooks distributors,
- g) data of certificate issued on basis of state exam to the organization that registers the certificates, in order to register the certificate, as well as from the registry organization, to the organization that registers the university applications,
- h) for the human resources central department of the Hungarian Defense Forces, from the data of the officer candidate studying in the public institution maintained by the defense minister, the data set in paragraph 4, point d) and e) necessary in order to exercise his rights and fulfil his obligations,
- i) in order to issue the certificate set in art. 46. (1A) of the law about vocational education and to assist the conclusion of the contract of studies, the data set in art. 87. of the law about vocational education for the economic chamber with territorial jurisdiction.
- j) data related to special education needs, integration problems, learning disability, behavioral disorders may be disclosed between institutions of educational services and educational institutions,
- k) data related to development in kindergarten, respectively to development necessary for beginning school may be disclosed to the parent, the institutions of the educational services, the school,
- l) data related to assessment of his behavior, diligence and knowledge in the class concerned, to the educational body, the parent, the examination commission, the organizer of the apprenticeship, the subject of the apprenticeship contract or – if the assessment is outside of school – to the school, in case of changing schools to the new school, to the person carrying out the official inspection,



- m) all data necessary for issuing the student card for the controller of the Public Education Information System, for the persons who are contributing to the issue of the student card.

The data set above – respecting the purpose limitation linked to the protection of personal data – may be disclosed to the maintaining authority, the paying agent, the court of justice, the police, the prosecutor, the public authority in charge for administrative activities related to public education, the persons authorized to control provisions regarding employment, the national security service.

2.4 Data processors involved by the School

The School forwards online tests to third party data processors. For identification, the student's name, date of birth, grade data are provided, and, if necessary other data needed for unified evaluation. For detailed list of data processors please see Annex 2.

2.5 Notice in regard of data procession on the basis of consent

In case you have consented to the procession of any data, then you are entitled to withdraw your consent without any reasoning anytime, however, this shall not concern the legality of the data procession prior to the withdrawal of the consent.

Please be advised that withdrawal of the consent shall not have an negative consequence on you (either on the parent, or on the student).

In regard of the withdrawal of consent please contact Mrs. Szilvia Lázár, the data protection officer (the person responsible for data protection at the School), please see her contact details in chapter 4, point 4.7 of this Policy.

We draw your kind attention to that, in case of withdrawal of consent, the data procession based on consent (in the cases where consent was defined as the legal basis for the procession of data) shall be ceased by the School. This may lead to possible disadvantage arising out of the termination of data procession (e.g the student's photo is deleted thus it shall not be available in the archives or on the website of the School anymore etc.).



3. SECURITY MEASURES TO PROTECT PERSONAL DATA

- 3.1 Every person employed and working for the School is bound by professional confidentiality in relation to all the data, facts and information they had obtained during their work about the children, as well as the parents.
- 3.2 The School logs the access to PowerSchool and the School's server, and these can only with an individual username and individual password. The password must be changed periodically.
- 3.3 The School uses a firewall, ESET antivirus and other filters on the server for the protection of the data stored on the servers.
- 3.4 The personal data printed on paper will be stored in cabinets and drawers, and, wherever possible these will be locked and the keys will be stored in secure places. Mandatory setting of automatic closing of computers and other data security requirements are required by the School's Data Protection Regulations.

4. LEGAL RIGHTS

We inform you about your rights related to your data processed by the School:

4.1 Right to access

You shall have the right to obtain from the School confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, access to the personal data and the following information:

- a) the purpose of the data processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations;
- d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period.

In the case set in paragraph c) (where personal data are transferred to a third country or to an international organization), you shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer.

At your request the School shall place at your disposal, once every year free of charge, a copy of your personal data which are subject to the processing. For any further copies



requested by you in the year concerned, the School may charge a reasonable fee based on administrative costs.

Where you made the request by electronic means, and unless otherwise requested by you, the information shall be provided by the School in a commonly used electronic form.

The right to request copies shall not adversely affect the rights and freedoms of others, thus where the copies of the document you requested has other persons personal data, the School shall anonymize them or make them unrecognizable in any other way.

4.2 Rectification

You shall have the right to obtain from the School without undue delay the rectification of inaccurate personal data concerning you. Considering the purpose of the processing, you shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

4.3 Right to erasure (to be forgotten)

You shall have the right to obtain from the School the erasure of personal data concerning you without undue delay and the School shall have the obligation to erase personal data without undue delay where one of the following grounds applies:

- a) the personal data are no longer necessary in relation to the purpose for which they were collected or otherwise processed;
- b) you withdraw consent on which the processing is based, and where there is no other legal ground for the processing;
- c) you object to the processing on grounds relating to your particular situation, pursuant to the provisions of the Data Protection Regulation and there are no overriding legitimate grounds for the processing, or you object to processing for direct marketing purpose,
- d) the personal data have been unlawfully processed;
- e) the personal data must be erased for compliance with a legal obligation in the Union or the Member State law to which the School is subject;
- f) the personal data have been collected in relation to the offer of information society services referred to in Article 8(1) of the Regulation (EU) 2016/679 on the general data protection (hereinafter referred to as "GDPR").

Where the School has made the personal data public and is obliged as stated above to erase the personal data, the School, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that you have requested the erasure by such controllers of any links to, or copy or replication of, those personal data.



This should not apply, that is the data are not deleted, if processing is necessary:

- a) for exercising the right of freedom of expression and information;
- b) for compliance with a legal obligation which requires processing by the Union or the Member State law to which the School is subject or for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller;
- c) for reasons of public interest in public health, in accordance with points (h) and (i) of Article 9(2) as well as Article 9(3) of the GDPR;
- d) for archiving purposes in public interest, for scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of GDPR in so far as the right referred to in paragraph 1 is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- e) for the establishment, exercise or defense of legal claims.

4.4 Restriction of processing

You shall have the right to obtain from the School restriction of processing where one of the following applies:

- a) the accuracy of the personal data is contested by you, for a period enabling the School to verify the accuracy of the personal data;
- b) the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- c) the School no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defense of legal claims;
- d) you had objected to processing pursuant to Article 21(1) of GDPR pending the verification whether the legitimate grounds of the School override those of yours.

Where processing has been restricted as stated above, such personal data shall, with the exception of storage, only be processed with (i) your consent or (ii) for the establishment, exercise or defense of legal claims or (iii) for the protection of the rights of another natural or legal person or (iv) for reasons of important public interest of the Union or of a Member State.

In case the processing was restricted at your request, the School shall notify you 8 days before the restriction of processing is lifted.

4.5 Objection

You shall have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on point (e) or (f) of Article 6(1) of GDPR, if the processing is necessary for the performance of a task carried



out in the public interest or in the exercise of official authority vested in the controller; or if processing is necessary for the purposes of the legitimate interests pursued by the School or by a third party, including profiling based on those provisions.

The School shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of legal claims.

Where personal data are processed for direct marketing purposes, you shall have the right to object at any time to processing of personal data concerning you for such marketing, which includes profiling to the extent that it is related to such direct marketing. If you object to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.

4.6 Data Portability

You shall have the right to receive the personal data concerning you, which you have provided to the School, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the School, where:

- a. the processing is based on consent pursuant to point (a) of Article 6(1) or point (a) of Article 9(2) or on a contract pursuant to point (b) of Article 6(1) of the GDPR; and
- b. the processing is carried out by automated means.

In exercising your right to data portability as set above, you shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

Exercising your right to data portability should be without prejudice to Article 17 of GDPR, namely the right to erasure, and shall not adversely affect the rights and freedoms of others. That right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

4.7 Procedure, the Person Responsible for Data Protection

If you wish to exercise your rights set above or to request further information about the processing of your personal data, please contact the data protection officer of the School:

Name: Mrs. Szilvia Lázár

Email: slazar@icsbudapest.org

Phone: +36 20 401 3619

The School shall inform you about any action taken on a request without undue delay and, at the latest, within one month of receipt of the request. That period may be



extended by two further months where necessary, taking into account the complexity and number of the requests. The School shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

If you make the request by electronic means, the information shall be provided by electronic means where possible, unless otherwise requested by you.

If the School does not act upon your request, the School shall inform you without delay and at the latest within one month of receipt of the request of the reasons for not taking action and on the possibility of lodging a complaint with a supervisory authority and seeking a judicial remedy.

4.8 Right of Appeal

We inform you that you have the right to file a complaint with the competent supervisory authority and before the competent courts in relation to processing of your personal data:

Supervisory Authority: Nemzeti Adatvédelmi és Információszabadság Hatósága (National Authority for Data Protection and Freedom of Information)

Address: 1125 Budapest, Szilágyi Erzsébet fasor 22/c.

Telephone number: +36/1-391-1400

Fax: +36/1-391-1410

Email: ugyfelszolgalat@naih.hu

Website: www.naih.hu

The Competent Court: Budapest Környéki Törvényszék (Budapest Regional Tribunal)

Address: HU-1146 Budapest, Thököly street 97-101.

Postal address: 1443 Budapest, PO Box: 175. (1443 Budapest, Pf. 175.)

Central phone: +36-1/467-6200

Email: birosag@budapestkornyekit.birosag.hu

Please be advised that you are entitled to take the case to the court which is competent on the basis of your residence, you are entitled to initiate legal action in this court instead of Budapest Környéki Törvényszék.

Should the School cause any damage arising out of illegal procession of your or your child's data, then the School is obliged to refund such damage.

Should the School infringe the personal rights of you or your child by the illegal procession of data or the breach of data security, then you and/or your child is entitled to claim an injury fee.



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
 Phone: 36 23 381-986 / Fax: 36 23 381-549
 www.icsbudapest.org

ANNEX 1

Location of Security Cameras, Viewing Angles

| Multiplex | Camera | Viewing Angle / Scope | Place of camera |
|-----------|--------|--|-----------------|
| S1 | C1 | Ifjúság út outside MS/ES entrance | internal |
| S1 | C2 | MS/ES school yard entrance | external |
| S1 | C3 | Ground floor elevator and ES entrance | internal |
| S1 | C4 | MS/ES reception, above the receptionist | internal |
| S1 | C5 | HS reception, above the receptionist | internal |
| S1 | C6 | ES outside exit | external |
| S1 | C7 | MS/ES reception area from above + stairs to the gym | internal |
| S1 | C8 | HS exit from the outside, a little area of Ifjúság út in front of the óvoda | external |
| S1 | C9 | ES exit to the playground, from inside | internal |
| S1 | C10 | ES playground in the direction of road no. 7 towards Budapest | external |
| S1 | C11 | The left side gate (close to HS side) of the garage | external |
| S1 | C12 | The right side gate (close to ES/MS side) of the garage | external |
| S1 | C13 | Gym and stage | internal |
| S1 | C14 | Cafeteria lobby and HS exit to school yard | internal |
| S1 | C15 | HS cafeteria | internal |
| S1 | C16 | HS chapel | internal |
| S2 | C1 | Kitchen entrance external | external |
| S2 | C2 | Trash cans area and kitchen gate external | external |
| S2 | C3 | Ifjúság út garage entrance (pointed from the HS entrance upwards on the street, external) | external |
| S2 | C4 | Ifjúság út garage entrance (pointed from the ES/MS entrance downwards on the street, external) | external |
| S2 | C5 | Garage entrance into HS (from the direction of ES/MS), external | external |
| S2 | C6 | Ifjúság út HS side of garage entrance, looking downwards, external | external |
| S2 | C7 | School yard behind garage, ES/MS side | external |
| S2 | C8 | Sports court, external | external |
| S2 | C9 | Garage entrance into ES/MS (from the direction of HS), external | external |
| S2 | C10 | ES playground from the direction of Hunyadi János street, external | external |
| S2 | C11 | ES playground in the direction of road no. 7 toward Érd, external | external |
| S2 | C12 | Cafeteria terrace on Ifjúság út | external |
| S3 | C1 | HS reception lobby from the corner, ceiling | internal |
| S3 | C2 | HS 2 nd floor in front of the lab | internal |
| S3 | C3 | HS 2 nd floor corridor in front of the music room | internal |
| S3 | C4 | HS 5 th floor corridor leading to the IT lab and Director's office | internal |



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztyén Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
 Phone: 36 23 381-986 / Fax: 36 23 381-549
 www.icsbudapest.org

| Multiplex | Camera | Viewing Angle / Scope | Place of camera |
|-----------|--------|---|-----------------|
| S3 | C5 | HS 4 th floor corridor in front of rooms 207-208 | internal |
| S3 | C6 | HS 4 th floor library side and corridor leading to HS workroom | internal |
| S3 | C7 | HS 5 th floor corridor in front of rooms 307 and 308 | internal |
| S3 | C8 | HS 4 th floor, upper floor of library | internal |
| S3 | C9 | HS 6 th floor, ventilator, in front of engine house | internal |
| S3 | C10 | Gym, directed to the HS side | internal |
| S3 | C11 | HS lobby | internal |
| S3 | C12 | MS/ES staircase, in front of the boiler room | internal |
| S3 | C13 | MS/ES staircase landing, stage entrance | internal |
| S3 | C14 | Ground floor, business office area | internal |
| S3 | C15 | HS school yard behind the garage, towards Érd | external |
| S3 | C16 | ES playground slide and fort | external |
| S4 | C1 | MS reception pointed towards the photocell door | internal |
| S4 | C2 | ES in front of the elevator | internal |
| S4 | C3 | ES corridor camera on the right side | internal |
| S4 | C4 | ES corridor camera on the left side | internal |
| S4 | C5 | MS in front of elevator | internal |
| S4 | C6 | MS "locker area" right side | internal |
| S4 | C7 | MS "locker area" left side | internal |
| S4 | C8 | MS corridor left side camera | internal |
| S4 | C9 | SS in front of the elevator | internal |
| S4 | C10 | SS corridor, on the right side | internal |
| S4 | C11 | SS corridor, on the left side | internal |
| S4 | C12 | Ground floor, corridor towards Health office and archive room | internal |



THE INTERNATIONAL CHRISTIAN SCHOOL OF BUDAPEST

Nemzetközi Alapítvány a Keresztény Kultúráért, Oktatásért Magyarországon

Ifjúság u. 11, H-2049 Diósd, Hungary
 Phone: 36 23 381-986 / Fax: 36 23 381-549
 www.icsbudapest.org

ANNEX 2

Third Party Companies

| Product | Company |
|--|--------------------------------------|
| Microsoft Office 365 | Microsoft |
| Microsoft Azure Cloud | Microsoft |
| PowerSchool Student Information System | PowerSchool Group LLC. |
| Unified Classroom | PowerSchool Group LLC. |
| PowerSchool Registration | PowerSchool Group LLC. |
| School Website | Finasite |
| MAP Growth Assessment | NWEA |
| Think Central | Houghton Mifflin Harcourt |
| Woodcock-Johnson Tests of Achievement Score | Houghton Mifflin Harcourt |
| Turnitin | Turnitin |
| PSAT and SAT tests | College Board |
| AP tests | College Board |
| CIALFO | CIALFO |
| Destiny | Follett School Solutions |
| MyHRW | Holt McDougal Online |
| Government Alive! | TeachTCI |
| MindTap | Cengage Learning |
| WebAssign | Cengage Learning |
| Khan Academy | Khan Academy (non-profit) |
| www.typing.com | Teaching.com (non-profit) |
| www.code.org | Code.org (non-profit) |
| WIDA Model Online Assessment | WIDA International School Consortium |
| Wordly Wise | EPS/School Specialty |
| WISC | Pearson Clinical UK |
| Q-interactive | Pearson Clinical UK |
| Aerohive Wi-Fi | Aerohive |
| Impero device supervision | Impero |