



Ref: PRO01-NPS-2023-ES-01

Orig: ES

Courtesy translation into EN

## **Protocol for authorising the attendance of external expert observers in classrooms upon request of parents of students**

Alicante, octubre 2023

Article 14 of the General Regulations of the European Schools states that *"The Director may authorise persons from outside the school to visit the school, participate in school events and sit in and observe classes with the agreement of the teachers concerned"*.

The purpose of this protocol is to establish the procedure to be followed when external expert observers are authorized to attend classes upon request of parents of pupils.

The requirements to be fulfilled in each case are:

- ✓ **Authorisation request:** Requests for authorisation shall be sent in writing and to the Director of the corresponding cycle, by sending an e-mail with a detailed explanation of the specific authorisation requested, the identification of the person to be authorised, including all the grounds and explanations to enable the Director to assess said request.
- ✓ **Requirements and acceptance:** In the case of authorisation by the Director, prior and explicit completion and signing of the following documents will be required and should be obtained by the concerning Secretaries of each cycle:
  1. Acceptance and signing, by the authorised person outside the School, of the attached document on confidentiality and privacy ([Annex I](#)). Parents who have applied for an external expert observer must obtain the signature of the authorised person and return the duly signed document - handwritten or digital - to the School.
  2. Authorisation by the teachers concerned ([Annex II](#)).
- ✓ **Informative communication to parents:** In the event of acceptance by the Director, having complied with all the above requirements and authorisations, and prior to the attendance or participation of the visitor, the management of the cycles concerned must send an informative communication to all the parents of the pupils directly or indirectly observed, informing them of the granted authorisation, for the knowledge of the parents ([Annex III](#)).

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***ANNEX I.- CONFIDENTIALITY AGREEMENT AND NON-DISCLOSURE OF INFORMATION***

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Done in ....., ..... (dd/mm/yyyy)

Mr/Mrs ....., with ID ....., commits to maintain due confidentiality and secrecy regarding everything related to his/her stay at the European School of Alicante, except for the minimum required for the purpose of the visit, whether it be documents, information or any other elements of which he/she becomes aware as a result of his/her access to the facilities.

In this regard, and without limitation or exclusion, the aforementioned duty of confidentiality and secrecy includes the following information:

- Any information protected by Royal Legislative Decree 1/1996, of 12 April, approving the revised text of the Intellectual Property Law, regularising, clarifying and harmonising the legal provisions in force on the matter.
- Any information protected by industrial property legislation: Law 24/2015, of 24 July, on Patents, Law 17/2001, of 7 December, on Trademarks, Law 11/1988, on the Legal Protection of Topographies of Semiconductor Products, Law 3/2000, on the Legal Regime for the Protection of Plant Varieties, Law 20/2003, of 7 July, on the Legal Protection of Industrial Design and other applicable legislation.
- Any information on identified or identifiable natural persons protected by the rules on the protection of natural persons with regard to the processing of personal data: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), Organic Law 3/2018 of 5 December on the Protection of Personal Data and guarantee of digital rights, Spanish regulations on the protection of personal data and other applicable regulations.
- Any information protected by Organic Law 1/1982 of 5 May 1982 on the civil protection of the right to honour, to personal and family privacy and to one's own reputation.
- Any information subject to the duty of professional secrecy.
- Technical know-how and undisclosed business information protected by Law 1/2019 of 20 February on Business Secrets.
- Any other information which by its nature cannot be disclosed to outside third parties and which is therefore not public knowledge.

The duty of confidentiality and secrecy is unlimited in time, and will therefore subsist even after the end of the relationship between the undersigned and the data controller (Escuela Europea de Alicante).

And in proof of his/her agreement, he/she signs this document at the place and on the dates indicated in the heading:

Mr/Mrs .....

*ANNEX II.- TEACHER'S CONSENT*

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Alicante, (dd/mm/yyyy) \_\_\_\_\_

Mr /Mrs \_\_\_\_\_

In his/her role as class tutor/teacher:

\_\_\_\_\_

Has been duly informed and agrees to the authorisation granted by the Director, under Article 14 of the General Regulations of the European Schools, for the attendance of the following person:

Mr /Mrs \_\_\_\_\_

on the following days/classes/events:

\_\_\_\_\_

Signature: \_\_\_\_\_

*NOTE: Article 14 of the General Regulations of the European Schools states that "The Director may authorise persons from outside the school to visit the school, participate in school events and sit in and observe classes with the agreement of the teachers concerned".*

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*ANNEX III.- INFORMATION TO FAMILIES*

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Dear families,

For your information and in accordance with art. 14 of the General Regulations of the European Schools, we would like to inform you that a visitor has been authorised to attend the following days/classes/events in which your child also participates:

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Attendance has been duly authorised by the Management and has been in accordance with the Protocol for authorising the attendance of external expert observers in classrooms upon request of parents of students (published on the website), which is communicated for greater transparency and for information purposes.

Alicante, (dd/mm/yyyy)\_\_\_\_\_

*NOTE: Article 14 of the General Regulations of the European Schools states that "The Director may authorise persons from outside the school to visit the school, participate in school events and sit in and observe classes with the agreement of the teachers concerned".*