



## Request for a school certificate

### Information on the applicant

Last Name:

First Name:

Date of birth:

Nationality:

Matricule:

Phone number:

E-mail:

Current adress:

No. & Street:

Postcode: L-

Town:

Former adress:

No. & Street:

Postcode: L-

Town:

Certificate to be sent to former address

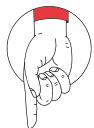
Certificate to be sent to current address

School year(s) attended at Steinfort Basic School from \_\_\_\_\_ to \_\_\_\_\_

Attachment:

Copies of school reports

This form should be returned to **Commune de Steinfort - B.P. 42 - L-8401 STEINFORT** or **debbie.houss@steinfort.lu** Do not hesitate, if necessary, to ask for further forms or additional information at 39 93 13-218.



I, the undersigned, declare that the information provided on this form is accurate.

Place & date:

\_\_\_\_\_  
Signature



Formulaire en FR



Formular auf DE

The information collected in this application form is necessary in order to proceed with your request for the «Request for a school certificate». This personal information will be processed by computer in order to process your request. The recipients of the information are the Municipality of Steinfort and the Steinfort Basic School (pupils: surname, first name, address, registration number, place of birth, sex, nationality, language(s) spoken, special needs and remarks, if any; parent(s)/guardian(s): surname, first name, address, home phone number, work phone number; other person(s): surname, first name, phone number) as well as after entering the pupils' personal data in the national pupil file «Scolaria» the Ministry of National Education (pupils: surname, first name, address, registration number, place of birth, sex, nationality). They are registered in the computer system of the Commune and the Basic School, as well as in the national pupil file «Scolaria» of the Ministry of National Education. Your data and the data of your child are kept at the Commune for the time necessary to achieve the above-mentioned purposes and at the Basic School of Steinfort for the duration of his/her schooling in Steinfort or for as long as the legislation obliges us to keep them.

In accordance with the Regulation (EC) 2016/679 on the processing of personal data and on the free movement of such data, you have the right to access, rectify, erase or request the restriction of the processing of your data. You have the right to object to the processing of your personal data, the right to dereference of your data and the right to challenge a decision resulting from an automated process.

You also have the right to lodge a complaint with the National Commission for Data Protection (CNPD), if you believe that the processing of your data does not comply with the law. To exercise your rights provided by the law or to withdraw your consent to the processing of your personal information, please contact the Data Protection Officer of the municipality of Steinfort by e-mail to: [dpo@steinfort.lu](mailto:dpo@steinfort.lu), or by post to:

DPO - Commune de Steinfort 4, Square Patton L-8443 Steinfort.

By filling in and returning this form, you consent to the use of your personal data for the purpose of your application for a "Request for a school certificate".