

# Work certificate

## for the Maison Relais (School year 2026/2027)

### 1) Employer's details

Name of the company:

First name and surname of the person with signing authority:

### 2) Worker's contact details

It is hereby certified that Ms/Mr.:

Fullname:

House number and street name:

Postcode: L- Town:

Matricule:

Place of birth:

has been employed as:

since:

### 3) Information about the activity

He/she is employed on a:

indefinite contract (CDI) fixed-term contract (CDD), until

The current task is: hours per week.

It is a irregular job regular job (please fill in the grid with the work schedule below)

Monday	Tuesday	Wednesday	Thursday	Friday

Remarks :

Place and date:

Signature of the person with signing authority:

Company stamp:

## Protection of personal data

Information collected in the present form is necessary in the context of your "Work certificate for the Maison Relais in Steinfort". This personal information will be the subject of computerised treatment which is necessary for the processing of your request. The only recipient of the information and personal data of the child, of the legal guardians, of the persons authorised to take back the child (other than the legal guardians) and of the medical information concerning the child is the Commune of Steinfort and the Maison Relais in Steinfort, as well as, after introduction of these personal data in the PGI programme of the SIGI (Syndicat Intercommunal de Gestion Informatique) and the Chèque-Service-Accueil programme, the Ministry of Education. They are registered in the computer system of the Commune and the Maison Relais, as well as in the PGI programme of the SIGI (Syndicat Intercommunal de Gestion Informatique) and in the Chèque-Service-Accueil programme of the Ministry of Education. Your data, the data of the persons authorised to take over your child and your child's data, as well as the documents to be attached to the application, are kept at the Commune for the time necessary to fulfil the purposes mentioned above and at the Maison Relais for the duration of your child's enrolment at the Maison Relais in Steinfort or for as long as the legislation requires us to keep them.

In accordance with Regulation (EU) 2016/679 on the protection of individuals about the processing of personal data and on the free movement of such data, you have the right to request from the controller access to, rectification or erasure of, or restriction of the processing of your data held about you and your child. You have the right to object to the processing of your data, the right to have your data deleted and the right to challenge a decision taken based on automated processes. In addition, you have the right to lodge a complaint with the Commission nationale de la protection des données (CNPD) if you consider that the processing of your data is not in accordance with the law.

If you wish to exercise any of your rights or withdraw your consent to the processing of your data, you can contact the Data Protection Officer of the Commune of Steinfort by e-mail: [dpo@steinfort.lu](mailto:dpo@steinfort.lu), or by registered mail to:

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

By submitting this form, you agree to the processing of your personal data, the data of the persons authorised to take over your child and your child's data to process your "Work certificate for the Maison Relais in Steinfort".

