



Deutsche Samstagsschule Cambridge (German Saturday School Cambridge)

Data Protection Privacy Policy

This policy is providing information about how the *Deutsche Samstagsschule Cambridge* will use (or "process") personal data about individuals including current, past and prospective students and their parents, carers or guardians, and staff, volunteers and applicants of the *Deutsche Samstagsschule Cambridge*.

RESPONSIBILITY FOR DATA PROTECTION

In accordance with the [Data Protection Act 1998](#) and the Data Protection (Charges and Information) Regulations 2018 the *Deutsche Samstagsschule Cambridge* is exempt from the registration with the Information Commissioner's Office.

Data Protection Officer is Karin Schmitt (a Director of the *Deutsche Samstagsschule Cambridge*) who will ensure that all personal data is processed in compliance with this policy, the [Data Protection Act 1998](#) and the [GDPR \(General Data Protection Regulation\)](#) by the management team, staff and volunteers of the *Deutsche Samstagsschule Cambridge*.

The Deutsche Samstagsschule Cambridge processes personal information in order to be able to provide language education, to advertise its services, to maintain its own accounts and records and to support and manage its staff and volunteers.

TYPES OF PERSONAL DATA PROCESSED

The *Deutsche Samstagsschule Cambridge* processes personal information about

- its staff and volunteers
- its directors
- the students on its roll & their parents/guardians/carers and other individuals authorized to pick up students
- interested applicants

www.schule-cambridge.org.uk
info@schule-cambridge.org.uk chair@schule-cambridge.org.uk

Reviewed by Board of Directors on June 9 2018

The *Deutsche Samstagsschule Cambridge* may process a wide range of personal data about individuals including current, past and prospective students and their parents/guardians/carers as part of its operation, including by way of example:

- family details
- home languages
- digital images of the child, if permitted
- digital images of children's work
- lifestyle and social circumstances
- bank account details
- education and employment details of applicants
- goods or services provided

The *Deutsche Samstagsschule Cambridge* also processes sensitive classes of information that may include:

- physical or mental health details
- ethnic origin

The *Deutsche Samstagsschule Cambridge* may sometimes need to share the personal information it is processing with the individual themselves and also with other organisations. Where this is necessary, The *Deutsche Samstagsschule Cambridge* is required to comply with all aspects of the Data Protection Act.

What follows is a description of the types of organisations the *Deutsche Samstagsschule Cambridge* may need to share some of the personal information it is processing with for one or more reasons.

- family, associates and representatives of the person whose personal data it is processing
- healthcare, social and welfare advisers or practitioners
- financial organisations
- current, past or prospective employers
- employment and recruitment agencies
- local and central government (eg Companies House)
- persons making an enquiry or complaint
- suppliers (eg Email account administration)
- service providers (eg insurance, Student Community action for DBS, Small Firms Services)

STORING PERSONAL DATA

The *Deutsche Samstagsschule Cambridge* stores personal data

- on staff's and management computers including back-up on external media
- in the management team's private offices
- Online/Cloud including e-mail servers (eg Google, Dropbox, Onedrive, WIX, 1&1)

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The management and staff at The *Deutsche Samstagsschule Cambridge* will not use or pass on any personal data in any way not in compliance with this policy, the [Data Protection Act 1998](#) or the [GDPR \(General Data Protection Regulation\)](#).

Personal data is not kept longer than is required.

ASK FOR A COPY OF THE INFORMATION WE HOLD ABOUT YOU

If you'd like to request a copy of the information The *Deutsche Samstagsschule Cambridge* is holding on you, please contact us at the details below.

COMPLAINTS

If you feel that The *Deutsche Samstagsschule Cambridge* has not kept its promises to you about the way we handle your personal information, please contact us at the details below. We will investigate your concerns and report back to you within 20 working days.

Reviewed in June 2018 by
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