



Deutsche Samstagsschule Cambridge (German Saturday School Cambridge)

Data Protection Privacy Policy

This policy is providing information about how the *Deutsche Samstagsschule Cambridge* ("*Samstagsschule*") will 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

The Samstagsschule is processing data in accordance with the current data protection laws in the UK, i.e., UK GDPR and DPA 2018.

Our Data Protection Officer is Lisa Hellier, please contact her on using the details below.

TYPES OF PERSONAL DATA PROCESSED

The *Samstagsschule* 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. The processing of the data is carried out only where legitimate interest, a contractual or legal obligation exists, or specific consent is given.

The *Samstagsschule* processes personal information about the following groups of individuals, both past and present:

- 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 February 28, 2022

Types of data we may process include, for example:

- personal details, including names, address, date of birth, contact details etc
- any languages spoken by or relevant to the student
- digital images of the child, if permitted
- digital images of children's work
- lifestyle and social circumstances
- bank account details (for payment purposes)
- education and employment details of applicants

The *Samstagsschule* also processes special category data:

- details of mental or physical health conditions relevant to the school in order to provide an appropriate learning environment for the students.
- ethnic origin, in order to be aware of the cultural background of a child.

The *Samstagsschule* may sometimes need to share the personal information it is processing with the individual themselves, and also with other organisations. Where this is necessary, we will comply.

Who might we share personal data with?

- 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 (e.g., Companies House)
- persons making an enquiry or complaint
- suppliers (e.g., Email account administration)
- service providers (e.g., insurance, Student Community action for DBS, Small Firms Services)

STORING PERSONAL DATA

Storing of personal data is guided by the limitation principle, we will only keep data relevant to carrying out our duties. Personal data is not kept longer than is required for its purposes and in accordance with other relevant laws, such as the UK employment laws, for example.

Access to personal data will be limited to those who require them to carry out their duties for the *Samstagsschule*.

The *Samstagsschule* 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 (e.g., Google, Dropbox, OneDrive, WIX, IONOS)

ASK FOR A COPY OF THE INFORMATION WE HOLD ABOUT YOU (Data access requests)

If you would like to request a copy of the information the *Deutsche Samstagsschule Cambridge* is holding on you, please contact us, using the details below. We will respond to all data access requests as soon as possible, but certainly within 30 days.

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 as soon as possible, but certainly within 30 working days.

Updated in February 2022 by the Data Protection Officer

Email: dataprotectionsschulecambridge@gmail.com

Approved by: Board of Directors

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