

DATA PROTECTION PRIVACY NOTICE TO PARENTS AND GUARDIANS

Title	DATA PROTECTION PRIVACY NOTICE TO PARENTS AND GUARDIANS
Version	2.0 November 2023
Created	Governance Committee/Data protection Lead
Validity	Parents and Guardians of pupils
Next review date	If required

1. General Statement of the school's Duties

As part of its daily operations, the school gathers, saves, and processes personal data of students and their parents/guardians, and is accountable for doing so in this capacity as a data controller. This privacy notice describes our practices for collecting, storing, sharing, and disposing of personal data. This is applicable to all students—past, present, and future.

The Data Protection Lead is in charge of making sure that all personal data is processed in accordance with this privacy notice and the principles of the General Data Protection Regulation.

2. The Data Protection Principles

The school complies with Data Protection Principles. According to these principles, personal information must be processed in accordance with the following standards:

- a) lawfully, fairly, and transparently
- b) collected for specific purposes and not used in a way that is inconsistent with those purposes
- c) relevant and limited to what is necessary for the intended purposes
- d) accurate and kept up to date
- e) kept for no longer than necessary, with the exception of archiving purposes
- f) processed securely to prevent unauthorized processing or loss or damage to personal information

3. Personal Data the school holds

The school maintains personal information (data that can be used to identify a real person) about its students and their parents or guardians. Contact information, educational records, disciplinary records, accident reports, exclusion information, safeguarding information, and media like photos and videos are all included in this. The school typically obtains this information directly from students or their parents/guardians, but it is possible for it to come from other institutions as well, such as other schools, examination boards, doctors, local authorities, and the Department for Education.

4. Why the school uses the data

To operate the school, monitor student progress, assess service quality, conduct research, comply with data sharing laws, conduct surveys, plan alumni events, market to donors, manage staff, keep the building secure using CCTV, and others, the school may collect and process personal data about students and their parents/guardians.

5. Processing of Personal Data

Unless the processing is required for the school to meet its commitments to students, their parents, or guardians, the school may need consent before processing any personal data. All personal information that satisfies the definition of personal information and is not otherwise exempt will be treated in confidence and will only be provided to third parties with the appropriate individual's agreement or as required by law.

6. Special Category Data

Special Category Data includes information such as racial or ethnic origin, political opinions, religious or philosophical beliefs, biometric data, sexual orientation, trade union membership, genetic data and health information.

The school is aware that processing special category data calls for extra security measures to protect individuals' rights and liberties. The school endeavors that the required security precautions are in place to protect the data and will only process special category data when doing so is reasonable and necessary. The school will also make sure that any third-party processors that handle special category data comply with data protection laws and have the right contracts in place to safeguard the information.

7. The school's legal basis for using this data

The school collects and uses pupils' personal data when the law allows it to.

This includes processing data to comply with legal requirements, carry out official duties in the public interest, fulfil contractual commitments, and others.

Where the school has obtained consent directly from pupils or parents/guardians', this consent can be withdrawn at any time.

8. How the school stores this data

The school retains student personal information while they are enrolled and may do so afterward if it is essential to uphold legal commitments or further legitimate interests. On request, a copy of the record retention management schedule is made accessible.

9. Notifying data subjects

The school endeavors to inform data subjects of the reason for any disclosure or sharing of their personal information with third parties. Additionally, data subjects shall be made aware of their right to restrict how the school uses and discloses their personal information, including the option to withdraw consent. Any issues or questions should be sent to the Data Protection Lead.

10. Sharing data

The school may share information with several organisations, including local authorities, government agencies, suppliers, organisations that support health and social welfare, employment and recruitment agencies, and survey and research firms. The German government and youth assistance services may also receive information about students.

In addition, the school shares data, and photographs of its public events and of school life in circumstances where such data and/or photographs are placed on the school's website and its social media platforms or in the school's brochure. The school's policy is not to include personal data of individuals in such external publications without their consent, nor to publish photographs of lessons or internal school activities without consent. The annual yearbook, made available to purchase internally to the school community, contains class photographs, and their inclusion is considered in the school's legitimate interests. As regards to photographs of school events, which are open to the public, it may not, however, be practicable or proportionate to ensure that every person there depicted has consented to the photograph being published. The school will, nevertheless, take reasonable efforts to ensure that such publications do not unduly infringe the privacy of any individuals attending those events.

From time to time, the school may receive requests from third parties to disclose personal data it holds about pupils, their parents, or guardians. The school confirms that it will not generally disclose information unless the individual has given their consent or one of the specific exemptions under the GDPR applies. However, the school does intend to disclose such data as is necessary to third parties for the following purposes:

- To give a confidential reference relating to a pupil to any educational institution, which it is proposed that the pupil may attend.
- To give information relating to outstanding fees or payment history to any educational institution which it is proposed that the pupil may attend.
- To publish the results of public examinations or other achievements of pupils of the school.
- To disclose details of a pupil's medical condition where it is in the pupil's interests to do so, for example for medical advice, insurance purposes or to organisers of school trips.

Where the school receives a disclosure request from a third party it will take reasonable steps to verify the identity of that third party before making any disclosure. Whenever possible, parents/guardians or pupils will further be notified prior to disclosing any information to third parties.

11. Transferring data internationally

International transfers of personal data only occur where data servers are located outside of the UK and we refer to safeguards provided by Microsoft and the German Foreign Office.

12. Rights of Access

Individuals are entitled to access their personal data that the school has on file. Individuals can write to the DPL to request access. Access to some information is prohibited, including information that could be used to identify someone else or cause them grief. Exam results as well as private references for education, training, or job may also not be shared. As per Kultusministerkonferenz's laws, parents and guardians have the right to view their child's educational file.

13. Other Rights

According to data protection law, individuals have a number of rights, such as the ability to stop direct marketing, object to automated decision-making, amend faulty data, and seek damages for data breaches if the use of their personal data would cause them harm. Individuals have also the right to be forgotten, to restrict data processing and to object to legitimate interest processing.

14. Parents/guardians and pupils' rights regarding personal data:

The school will in most cases rely on parental consent to process data relating to pupils unless, given the nature of the processing in question, and the pupil's age and understanding (usually over the age of 13), it is unreasonable in all the circumstances to rely on a parent/guardian's consent. Parents/guardians should be aware that in such situations they may not be consulted.

The school will only grant the pupil direct access to their personal data if in the school's reasonable belief, the pupil understands the nature of the request.

Where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents/guardians, the school will maintain confidentiality unless it has reasonable grounds to believe that the pupil does not fully understand the consequences of withholding their consent, or where the school believes disclosure will be in the best interests of the pupil or other pupils.

15. Accuracy

The school endeavors to keep personal data accurate and up-to-date, and individuals can request changes.

16. Security

Reasonable steps will be taken to ensure, that only relevant personal information will be accessible to staff and will be protected from unauthorised access.

17. Enforcement

Complaints can be directed to the Data Protection Lead Barbara Johannis.

Barbara.johannis@dslondon.org.uk

Alternatively, the individual can make a complaint to the Information Commissioner's Office.

- Report a concern online at <https://ico.org.uk/concerns>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

18. Contact us

Please get in touch with our Data Protection Lead if you have any queries, worries, or would like more information about anything contained in this privacy notice:

Barbara Johannis, German School Association Ltd. Douglas House, Petersham Road,
Richmond TW10 7AH, UK

barbara.johannis@dslondon.org.uk +44 (0) 208 940 2510.