



Data Protection Privacy Policy

This policy is providing information about how the German Saturday School Tonbridge will use (or "process") personal data about individuals including current, past and prospective pupils and their parents, carers or guardians, the team of teachers volunteers of the German Saturday School Tonbridge.

RESPONSIBILITY FOR DATA PROTECTION

The Data Protection Officer is Kurt Kim-Symes (Secretary and member of the Board of Directors of the German Saturday School Tonbridge) 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 and teaching team and volunteers of the German Saturday School Tonbridge.

The German Saturday School Tonbridge 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 team of teachers and volunteers.

TYPES OF PERSONAL DATA PROCESSED

The German Saturday School Tonbridge may process a wide range of personal data about individuals including current, past and prospective pupils and their parents as part of its operation, including by way of example:

- family details
- Residential addresses
- Mobile phone numbers
- Email addresses
- School fee payments

The German Saturday School Tonbridge also processes sensitive classes of information that may include:

- physical or mental health details (e.g. allergies, special medical conditions of which the teachers have to be aware)

The German Saturday School Tonbridge processes personal information about

- its team of teachers and volunteers
- the pupils on its roll & their parents/guardians
- suppliers

The German Saturday School Tonbridge sometimes needs to share the personal information it is processing with the individual themselves and also with other organisations. Where this is

necessary, the German Saturday School Tonbridge is required to comply with all aspects of the Data Protection Act.

SHARING AND USING PERSONAL INFORMATION

On the basis of consent the parents have given us on the registration form when signing up for lessons at the German Saturday School Tonbridge:

I give permission to the German Saturday School Tonbridge Ltd to use photographs of my childsolely for marketing and PR purposes.

- Yes
- No

To opt out any time, parents can send a quick note to info@germansaturdayschoolkent.org.uk

On the basis of legitimate interest the German Saturday School Tonbridge regularly sends out school, class and event information.

What follows is a description of the types of organisations the German Saturday School Tonbridge 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 and professional advisers
- education, educators and examining bodies
- current, past or prospective employers
- persons making an enquiry or complaint
- service providers

STORING PERSONAL DATA

The German Saturday School Tonbridge stores personal data

- on Directors' computers, encrypted
- on Google Docs, the online document sharing portal (parents rota list for the current term only, access restricted to parents receiving link)
- in the German Saturday School Tonbridge (parents rota list and emergency contact phone numbers list only, lockable cupboard)
- in the Directors' private offices (lockable cupboards)

The management, teaching team, volunteers, pupils and parents at the German Saturday School Tonbridge 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 \(General Data Protection Regulation\)](#).

CHECK, EDIT, DELETE

Personal data is reviewed and updated every year by the German Saturday School Tonbridge and is not kept any longer than it is required for the purpose of providing language education. Parents

and teachers can check, edit and delete data we hold about them anytime. Please contact us at the details below.

LEAVING THE GERMAN SATURDAY SCHOOL TONBRIDGE

If a pupil leaves the German Saturday School Tonbridge, the parents can opt in to receive further e-mail communication from us about upcoming events and classes. Their opt-in will have to be renewed each year. If no opt-in is given, pupils will be marked as inactive on our members list and not contacted anymore. All their data will be deleted by the Data Protection Officer once not needed any longer for accounting purposes (max. 6 years).

ASK FOR A COPY OF THE INFORMATION WE HOLD ABOUT YOU

If you'd like to request a copy of the information the German Saturday School Tonbridge is holding on you, please contact us at the details below.

COMPLAINTS

If you feel that the German Saturday School Tonbridge 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 May 2018 by
The Board of Directors, German Saturday School Tonbridge

Contact:
Kurt Kim-Symes
Secretary, Data Protection Officer & Director
info@germansaturdayschoolkent.org.uk