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|  | Data protection policyGerman Saturday Schools  |

**With “German Saturday School”, we refer to any of the German Saturday Schools which are part of the German Academy.**

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

**RESPONSIBILITY FOR DATA PROTECTION**

In accordance with the [Data Protection Act 1998](https://www.legislation.gov.uk/ukpga/1998/29/contents), *The German Saturday School* has notified the Information Commissioner's Office of its processing activities. *The German Academy’s* ICO registration number is **Z000000** and its registered address is CASE, 1 The Crescent, King Street, Leicester, LE1 6RX.

*The German Academy* will ensure that all personal data is processed in compliance with this policy, the [Data Protection Act 1998](https://www.legislation.gov.uk/ukpga/1998/29/contents) and the [GDPR (General Data Protection Regulation)](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/) by the management team, staff and volunteers of the *German Saturday School Leicester.*

*The German Saturday School* 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 German Saturday School* 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
* GP contact details
* lifestyle and social circumstances
* home languages
* digital images of the child’s progress
* financial details
* education and employment details
* goods or services provided

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

* physical or mental health details
* racial or ethnic origin
* religious of other beliefs

*The German Saturday School Leicester* processes personal information about

* its staff and volunteers
* the pupils on its roll & their parents/guardians
* suppliers

*The German Saturday School* 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 Leicester* is required to comply with all aspects of the Data Protection Act.

What follows is a description of the types of organisations *The German Saturday School* 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
* business associates
* financial organisations and professional advisers
* credit reference agencies, debt collection and tracing agencies
* education, educators and examining bodies
* current, past or prospective employers
* employment and recruitment agencies
* schools
* local and central government
* persons making an enquiry or complaint
* suppliers
* service providers

**STORING PERSONAL DATA***The German Saturday School* stores personal data

* on staff’s computers, encrypted
* in *membermeister*, an online finance and administration software, encrypted
* in *The German Saturday School Leicester* office (lockable cupboard)
* in the management team’s private offices (lockable cupboards)

**The management, staff, volunteers, pupils and parents at *The German Saturday School* will not use or pass on any personal data in any way not in compliance with this policy, the** [**Data Protection Act 1998**](https://www.legislation.gov.uk/ukpga/1998/29/contents) **or the** [**GDPR (General Data Protection Regulation)**](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/)**.**

**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* is holding on you, please contact us at the details below.

**COMPLAINTS**If you feel that *The German Saturday School* 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 2019 by

**Marianne Siegfried-Brookes
Director**

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