



North Ealing Primary School, Pitshanger Lane, London W5 1RP
07719992880 | contact@germansaturdayschoolealing.co.uk | www.germansaturdayschoolealing.co.uk

Data Protection Privacy Policy

This policy is providing information about how German Saturday School Ealing 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 German Saturday School Ealing.

German Saturday School Ealing (data controller) and its settings (data processors) processes personal information in order to be able to provide language education, to maintain their own accounts and records and to support and manage their staff and volunteers.

The German Saturday School Ealing 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 German Saturday School Ealing.

TYPES OF PERSONAL DATA PROCESSED

German Saturday School Ealing and its settings 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
- home languages
- digital images of the child's progress
- lifestyle and social circumstances
- financial details
- education and employment details
- goods or services provided

German Saturday School Ealing and its settings also processes sensitive classes of information that may include:

- physical or mental health details
- religious or other beliefs
- racial or ethnic origin

German Saturday School Ealing and its settings processes personal information about

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

German Saturday School Ealing and its settings sometimes need to share the personal information they are processing with the individual themselves and also with other organisations. Where this is



necessary, German Saturday School Ealing and its settings are required to comply with all aspects of the Data Protection Act.

SHARING AND USING PERSONAL INFORMATION

On the basis of consent the parents/pupils have given us when signing up for lessons and events at German Saturday School Ealing,

- The German Saturday School Ealing and its settings will **publish photos/videos** of pupils and
- in print media, always without mentioning any names.

To opt out at any time, parents/pupils/staff/volunteers can send a quick note to contact@germansaturdayschoolealing.co.uk or their settings manager.

On the basis of legitimate interest German Saturday School Ealing and its settings will send out invoices and class and event information.

We may need to share some of the personal information we are processing with the types of organisations listed below:

- 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, schools
- current, past or prospective employers
- employment and recruitment agencies
- local and central government
- persons making an enquiry or complaint
- suppliers and service providers

STORING PERSONAL DATA

German Saturday School Ealing and its settings store personal data

- on staff's computers, laptops, phones (encrypted, password protected)
- in *Membermeister*, an online finance and administration software, encrypted
- in the management team's private offices (lockable cupboards)

The management, staff, volunteers, pupils and parents at German Saturday School Ealing will not use or pass on any personal data in any way not in compliance with this policy, the [Data Protection Act 1998](#).

CHECK, EDIT, DELETE



Personal data is reviewed and updated every year by German Saturday School Ealing and is not kept longer than is required for the purpose of providing language education. Parents, pupils, staff, volunteers can check, edit and delete data we hold about them any time. Please contact us on contact@germansaturdayschoolealing.co.uk or 0771 999 2880.

LEAVING GERMAN SATURDAY SCHOOL EALING

If a pupil leaves German Saturday School Ealing they will be removed from the distribution list and will not receive any further email communication from us about upcoming events and classes unless they insist on receiving such information. All their data will be deleted by the Protection Officer once not needed any longer for accounting purposes (max 6 years).

ASK FOR A COPY OF INFORMATION WE HOLD ABOUT YOU

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

COMPLAINTS

If you feel that German Saturday School Ealing has not kept its promises to you about the way we handle your personal information, please contact us at contact@germansaturdayschoolealing.co.uk

We will investigate your concerns and report back to you within 20 working days.

This policy was reviewed on behalf of the Management Committee
Anette Bennett and Eva Sturt
Directors
15.08.23