

Data Protection Notice for the Reservation or Admission to School

We are happy that you are interested in enrolling your child at our school. Subsequently we wish to provide you with information on the processing of personal and student data associated with the admission to our school.

Who is responsible for the processing of data?

Responsible in the sense of the Data Protection Act is

PbG - Private bilinguale Ganztagschule gGmbH
Langenbeckstraße 5
65189 Wiesbaden

You will find additional information regarding our organization, references to authorized representatives as well as other means to contact us in the letterhead and footer of our correspondence as well as on our website <https://www.pbg-wiesbaden.de>

Our data protection officer

Our data protection officer can be contacted under

ITkollektiv GmbH
Sebastian Endres
Wiesbadener Straße 65
55252 Mainz-Kastel
E-Mail: datenschutz@itkollektiv.de

What type of your data will be processed by us? For what purpose will my/our data be processed?

We process data which you provided to us in connection with the reservation or admission in order to complete the respective procedure. This includes the invitation for an initial interview at our school as well as invitations to our school events where you can get an impression on how our school operates. This invitation is usually communicated via telephone or email. If you prefer to be contacted through postal mail, please delete as appropriate on our reservation/admission form. In case of admission provided data will be filed in a student file and additionally stored on our computer system. If prescribed by law or necessary for the operation of our school data may be released to authorities, schools or service providers.

What is this legally based on?

The legal basis for the processing of personal data is primarily subject to Article 6 under the Data Protection Act (Art. 6 DSGVO) as well as to the Hessian School Law (HSchG).

How long will data be stored?

Your data will be stored for the duration of your reservation process and will be deleted immediately upon completion of this process. Data stored on our computer system and data filed in our student files will be deleted or respectively be destroyed properly after the statutory retention period is expired and once there is no more need or purpose for processing your data.

To which recipients will data be released?

For the reservation process we use different computer systems at our facility and are assisted by service providers who support us in the process. These service providers may be given access to your data within the scope of their service provision. We concluded a so called job processing contract with these service providers to ensure that the processing of data is permissibly followed. Student data will additionally be stored in the Hessian Teacher and Student Database (LUSD). If your child changes school the student file will be transferred to the relevant school.

Where will data be processed?

Data will be processed exclusively on European systems that provide for appropriate data protection and data security standards.

Your rights

You are entitled to information regarding personal data on you that is processed by us.

Please understand that we may ask for proof of identity if a request for information is not made in writing.

You are entitled to correction or deletion of your data or to limiting the processing of your data as permitted by law.

Additionally you have the right of objection against the processing within the scope of statutory requirements. This also applies to the right of data transmissibility.

Right to Legal Remedies

You have the right to file a complaint against us regarding the processing of personal data with a supervisory authority for data protection.