



Important Information about the Use of Your Personal Data by Schule Schloss Salem

Salem, 30 May 2018

Dear Ladies and Gentlemen,

The European Union's Data Protection Regulations (GDPR) which have recently come into effect significantly strengthen the protection of personal data in the European Union. As a boarding school and an educational institution we have always placed great importance on the secure handling of your personal data.

The GDPR is the first uniform set of rules for data protection which apply throughout the EU. It provides a standardised basis for all EU members states and takes into account the latest aspects of information technology. As such it raises the level of data security in EU member states. Thus it strengthens the rights of individuals while at the same time increasing the obligations of corporate entities.

We are aware that diligence and transparency are the basis for a trustful relationship with you.

You will find further information about the specific handling of your personal data in the attached data protection notice. There you will also find contact details should you have further questions or need to contact us.

With kind regards,

Schule Schloss Salem gGmbH

Enclosure:

Data Protection Notice in Compliance with the EU General Data Protection Regulation (EU GDPR)



Data Protection Notice Pursuant to EU General Data Protection Regulation

1. Who is responsible for data processing and who is my point of contact?

Responsible Authority:

Schule Schloss Salem gGmbH

Directors: Mr Bernd Westermeyer, Mrs Brigitte Mergenthaler-Walter, Mr Christian Niederhofer

Schlossbezirk 1

D-88682 Salem

Tel.: +49 7553 919-0

E-Mail: info[at]schule-schloss-salem[dot]de

Data Protection Officer:

Mr Rainer Müller

E-Mail: datenschutz[at]schule-schloss-salem[dot]de

2. How are your data processed (processing purpose) and what is the legal basis for doing so?

The school processes personal data which you provide and are gathered within the scope of our business relationship. Moreover, we process personal data which have been legitimately obtained from publicly accessible sources and are allowed to make use of.

Relevant personal data that are used to make accessible informational materials, to organise and supervise guest visits, and to prepare and fulfil enrolment contracts or fixed-term contracts (e.g. summer programmes) may include:

names (students, legal guardians); address and other contact information (incl. telephone numbers, email addresses); date of birth, place of birth; citizenship; religious affiliation; school year; address of current school; parents' professions; siblings; personal information (incl. matters of health, life circumstances, family status); photo; certificates of schooling; curriculum vitae; parental questionnaire.

Within the scope of the following procedures further personal data in addition to the aforementioned data may also be processed and stored. In essence these are as follows:

Scholarship Programme: Data to evaluate the eligibility for participation and pre-selection in terms of need for a possible scholarship (income and financial status, in particular by means of income tax statements). In case of eligibility these data will continue to be used in order to determine the amount of the contractually binding school and boarding fees and the amount of the scholarship.

Provision of Donation Receipts: Data to enable us to fulfil contractual and legal obligations. Data regarding the response to requests for donations.

Customer Contact Information: In establishing communication and during a schooling and boarding relationship, in particular through personal meetings, telephone conversations, or written correspondence -- whether initiated by you, by an intermediary agency, or by the school -- further personal data may be gathered, such as information about the channel of communication, occasion and result of communication, (digital) copies of correspondence, as well as information about participation in direct marketing procedures.

Newsletter Dissemination: The purpose of distributing our newsletter is to inform recipients about Schule Schloss Salem. To register for the newsletter it is necessary to provide an email address.



To the extent the school has acquired your consent to the processing of personal data for certain purposes, such processing is legitimate on the basis of Art. 6 (1 a) of the European Union General Data Protection Regulation (GDPR).

In processing such personal data as are necessary to fulfil contractual obligations in the course of our business relationship, Art. 6 (1 b) GDPR serves as the legal basis.

To the extent that the processing of personal data is required for the school to fulfil legal obligations which it is subject to, Art. 6 (1 c) GDPR serves as the legal basis.

In such cases that the vital interests of you or your children make the use of personal data necessary, Art. 6 (1 d) GDPR serves as the legal basis.

Should processing be necessary to guarantee the legitimate interests of the school or of a third party and should your interests, fundamental rights and basic freedom not override these, Art. 6 (1 f) GDPR serves as the legal basis.

We process personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Law on Data Protection (BDSG).

Moreover the school processes personal data which can be obtained and may rightfully be processed from publically accessible sources (press, media, internet).

a. In order to comply with contractual obligations (Art. 6 (1 b) GDPR)

Processing personal data (see Section 2) is conducted in order to provide services, considerations and the requisite evaluations within the scope of fulfilling our school and boarding contracts with you or to carry our pre-contractual procedures in response to your inquiries. Collection of data also includes that of your children or wards for whom you have parental authority.

b. Within the scope of the balancing of interests (Art. 6 (1ff) GDPR)

To the extent necessary the school processes your data beyond the scope of the actual performance of the contract (and grants access to them to defined groups of people within the school) so as to protect justified interests of our own or of third parties, such as

- advertising or marketing and opinion research, to the extent you have not revoked the use of your data,
- measures for securing our domiciliary rights and the rules and regulations of the school and boarding school,
- risk management,
- measures to secure buildings and grounds security (admission control),
- lodging legal claims and defence in case of legal disputes,
- prevention of criminal acts,
- health protection (e.g., data about prior illness and allergies)
- prevention of danger to life and limb
- assurance of creditworthiness.



c. As a result of your consent (Art. 6 (1 c) GDPR)

To the extent you have consented to the processing of personal data by us for certain purposes (such as using the contact form, press and media rights), such processing and the provision of data to third parties which you deem to be entitled (e.g., supplemental tutors, educational consultants or for medical treatment) is legitimate on the basis of your consent. Please refer to the respective statement of consent regarding the kind and extent of consent-based processing.

d. On the basis of statutory regulations (Art. 6 (1 c) GDPR)

The school is subject to a number of diverse legal obligations, e.g., statutory requirements (guidelines from the Baden-Württemberg Ministry of Education), for which data processing is carried out.

3. Who will receive my data?

Within the school, those departments will be granted access to your data that need them in order to comply with our contractual and statutory obligations. These include, for example, offices which supervise the *Abitur* programme or the organisations which conduct academic programmes (such as the International Baccalaureate).

Making accessible data to recipients outside our school will only occur if this is required by law, you have given your consent to it, or the data processing agency we have contractual relations with guarantees its compliance with the GDPR.

Further data recipients can be organisations for which you have given us your consent, including Schule Schloss Salem e.V., Salem Kolleg gGmbH, the Friends of Salem Association, the school alumni association (Altsalemer Vereinigung e.V.), the Kurt Hahn Foundation, and individual patrons of the school who wish to maintain an overview of the performance of students they have sponsored.

4. Will the data be transferred to a third country or an international organisation?

A transfer of personal data to countries outside of the EU or the European Economic Area (so-called third countries) occurs only with your explicit consent, except where it is required by law or within the scope of sub-contracted data processing. If service providers are used that are based in third countries, they will be required – in addition to the written requirements included in the EU standard contractual clauses – to maintain European data protection standards.

5. How long is my data stored?

Personal data of a specific individual will be erased or blocked as soon as these are no longer necessary for the intended purpose. Storage can also occur if provided for by European or national legislators in EU regulations, acts or other legislation to which the responsible parties are subject. A blocking or deletion of data then occurs when the prescribed storage period -- as defined by one of the aforementioned norms -- expires, unless further storage of the data is necessary for concluding a contract or the fulfilment of a contract.

The school follows the applicable guidelines for storage periods (date of deletion) as issued in administrative regulations by the Baden-Württemberg Ministry of Education. For the **erasure** of personal data of students the following time periods apply:



- Student file cards and student lists in paper form, as well as leaving-school certificates or ex-matriculation statements after fifty years, following departure.
- Contractual and health data after ten years.
- Class and course books are to be destroyed after a period five school years following completion.
- Written declarations of consent to publication of photos in a printed work which will no longer be printed are to be erased five years after the date of publication.
- Written declarations of consent to publication of photos on a website are to be erased five years after removal from the website.
- Grading lists and class tests are to be erased at the end of the following school year, provided that no appeals are pending.
- Examination materials such as transcripts and written examinations five years after the determination of the examination results.
- Application documentation for scholarships are to be erased six months after the achievement of the applicant's theoretical school-leaving certificate.
- Data about a donor half a year after death, since the necessity for maintaining good relations (e.g., congratulation upon anniversaries) has ceased.
- Data of agents and brokers for enrolment candidates are to be erased six months after the achievement of the respective applicant's theoretical school-leaving certificate.
- The email address for delivery of newsletters is to be erased as soon as consent has been revoked.

6. What are my rights with regard to data protection?

According to Art. 15 GDPR, every person has the right to information. Furthermore, you as data subject have the right make corrections according to Art. 16 GDPR, the right to erasure according to Art. 17 GDPR, the right to place restrictions on data processing according to Art. 18 GDPR, the right to revoke consent according to Art. 21 GDPR and the right to data portability according to Art. 20 GDPR. With regard to the right of access and the right to erasure, the restrictions set out in Secs. 34 and 35 BDSG are applicable.

The consent you granted us for the processing of personal data may be revoked at any time by informing us accordingly. This also applies to the revocation of declarations of consent given to us before the effective date of the GDPR. Note that such revocations apply only for the future. Data processing that took place before the date of revocation are not affected.

7. Am I obliged to provide data -- is there contractual necessity?

Within the scope of our business relationship you are obliged to provide those personal data which are required for commencing and conducting the schooling and boarding process and for fulfilling the associated business procedures (contractual rights and obligations) or which the school is required to collect by law.

8. Right to Object / Revoking of Consent

If your personal data are processed on the basis of legitimate interests according to Art. 6 (Para. 1 Sentence 1 Point (f)) GDPR, you have the right according to Art. 21 GDPR to object to the processing of your personal data if there are grounds relating to your particular situation. The same applies to revoking of consent which was given to us before GDPR came into effect. If you would like to exercise your right to object, an e-mail to [info\[at\]schule-schloss-salem\[dot\]de](mailto:info[at]schule-schloss-salem[dot]de) is sufficient.



9. Right to Lodge a Complaint with a Supervisory Authority

Furthermore you have the right to lodge a complaint with the data protection authority of Baden-Württemberg at the following address:

Landesbeauftragt für den Datenschutz und die Informationsfreiheit, LfDI
Königsstrasse 10a
D-70173 Stuttgart
Tel.: 0711/615541-0
FAX: 0711/615541-15
Email: poststelle@lfdi.bwl.de