

# International School Mainfranken

## Privacy Notice (General)

The International School Mainfranken e.V. (ISM) is committed to protecting the rights and freedoms of our staff, students and their families, and safely and securely processing their data in accordance with our mission and vision and in line with all of our legal obligations. The following gives an overview of how we collect and use your personal data at the ISM. Where special cases apply you will be informed when we ask for your data.

### 1. Who is responsible for data protection at ISM?

The Data Protection Officer (DPO) for the ISM is your first point of contact for questions regarding your data and how we process it. Gavin Fearnley is the voluntary designated DPO at ISM and can be contacted as follows:

Gavin Fearnley,  
International School Mainfranken e.V., Kalifornienstr. 1, 97424 Schweinfurt

Email: [dpo@the-ism.de](mailto:dpo@the-ism.de)

### 2. What information do we collect about you?

Personal data we gather may include: full name, date of birth, address, telephone email address, educational background, employment/financial details, health information. We also collect and process data specific to our services including student progress, attendance, disciplinary incidents. In addition, photographic and video material of school events and activities may be recorded.

### 3. How will your information be used and what is our legal basis for doing so?

Your personal information will be used for the following purposes:

- a) To fulfil our contractual obligations to you in line with our provision of educational services including informing you of school events and school relevant information (eg. Weekly Message)
- b) To fulfil our legal obligations (eg. evidence of school attendance)
- c) For specific purposes for which you have provided us clear consent
- d) If necessary to protect someone's life or in a medical emergency
- e) Where there is a legitimate interest for us to do so (to ensure the safety of the school or the students including IT security, development of services in line with our educational remit).  
Photographic and video material that is the property of the school may be used for marketing purposes unless you have denied this request.

## 4. Who uses your information?

Your information will be used by those employees of the school who are directly responsible for providing the services listed above including administrative and teaching staff as appropriate. Government departments such as the Ministry for Education request specific information regarding enrollment and placement of students. Contractors providing specific services to the school such as provision of internet portals, production of marketing materials, etc. may receive data for the specific purposes outlined above and only when contractually obliged to the rights and responsibilities of the European Union General Data Protection Regulations (GDPR/ DS-GVO)

## 5. Is your data secure and will it be stored overseas?

Information in paper form is retained in locked filing systems and is only accessible to authorised personnel. For provision of some of our online services (eg. gradebook, virtual classrooms, exam registrations and coursework submission, email) we work with providers based outside of Germany or the EU. We only work with providers under contract who have policies and procedures in place that meet or exceed the requirements of the European Union General Data Protection Regulations.

## 6. How long will your information be held for?

Your information will be held as a minimum for the duration of your contract or conclusion of the purpose for which consent was requested. We have a legal obligation to retain specific information (eg. coursework submissions, school attendance records) for a longer period in line with German, European and International Law. As a general rule from 3 years minimum up to 30 years in specific cases at which time the information will be deleted.

## 7. Your rights

You have the right to request information about your stored data, its origin, its recipients, and the purpose of its collection at no charge at any time. You also have the right to request that your information be corrected, blocked, or deleted. You also have the right to request a copy of any data we process for you in an easy machine readable format. You can contact us at any time using the contact information above if you have further questions about the issue of privacy and data protection. You also have the right to file a complaint with the relevant regulatory authorities (see Point 8 below).

## 8. How to make a complaint to us and our supervisory authority

You can contact our DPO at any time to file a complaint via [dpo@the-ism.de](mailto:dpo@the-ism.de)

You can also contact the Bavarian Data Protection Authority (BayLDA) directly via their website:  
<https://www.lda.bayern.de/en/index.html>