



Data Protection policy

German Saturday School Hackney

This policy is providing information about how *The German Saturday School Hackney* 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 Hackney*.

RESPONSIBILITY FOR DATA PROTECTION

In accordance with the [Data Protection Act 1998](#), *The German Saturday School Hackney* has notified the Information Commissioner's Office of its processing activities, and its ICO reference number is ZA548262. *The German Saturday School Hackney* 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 Hackney*.

The German Saturday School Hackney 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 Hackney 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
- lifestyle and social circumstances
- home languages
- financial details
- education and employment details
- goods or services provided

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

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

The German Saturday School Hackney processes personal information about

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

The German Saturday School Hackney 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 Hackney* 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 Hackney* 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

- financial organisations and professional advisers
- current, past or prospective employers
- schools
- persons making an enquiry or complaint
- service providers

STORING PERSONAL DATA

The German Saturday School Hackney stores personal data

- on staff's computers, encrypted
- 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 *The German Saturday School Hackney* will not use or pass on any personal data in any way not in compliance with this policy, the [Data Protection Act 1998](#) or the [GDPR \(General Data Protection Regulation\)](#).

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

COMPLAINTS

If you feel that *The German Saturday School Hackney* 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.

This policy will be periodically reviewed.

The German Saturday School Hackney a non-profit Community Interest Company limited by guarantee registered in England and Wales No 12023147

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