



## Consent to Processing or Publication of Personally Identifiable Data of Pupils

Heiligenbergschule, Berliner Straße 100, 69120 Heidelberg

Data protection officer: [datenschutz@ssa-ma.kv.bwl.de](mailto:datenschutz@ssa-ma.kv.bwl.de)

Dear parents and legal guardians,

Personal data are planned to be processed for various reasons. This will be possible only if your consent is given.

We would like to ask you to answer the following questions and give us your consent.

(Principal Anja Wyrwas)

\_\_\_\_\_  
[surname, first name, date of birth and form of pupil]

### 1) Publication of personal data

We would like to make information about activities in our school life available to a wider public. This can include personal information and will be done in an appropriate way. We intend to publish texts and photos that show our educational activities or school events - without individual names being mentioned.

This personal information can arise from school trips, (sports-) competitions, teaching-projects or school festivals

**I/we hereby agree to publication of the above personal data including photographic material of the person designated above in the following media:**

*Please tick box!*

- local press (print version)  
 annual report/school yearbook  
 World Wide Web (Internet) under school's homepage [www.heiligebergschule.de](http://www.heiligebergschule.de)

**Specifically**

- photos  
 other personal data

The extent of rights granted for photographs includes editing without disfiguration and is without payment. Photographs will remain anonymous.

Publishing on the Internet / Data Protection Note:

When publishing on the internet, data may be retrieved and stored worldwide. It may be found on "search engines" and be part of data collections of internet users or may be combined with data from other contexts.

Organizational note:

Please understand that we are unable to distinguish the publishing media when taking photos of students.

For safety reasons photos of students will generally only be taken when we have consent for all media.

### 2) Making of Video Recordings

**I/we hereby consent to the making of video recordings during classes: Please tick box!**

- video recording in school lessons for following purpose: *teaching purpose [presentations, proper media handling]*

The recordings will be used only during classes but not for performance ratings of student behaviour and not passed on to third parties.

### 3) Correspondence by email

Sending emails via the internet carries a certain risk for data protection. The public administration is therefore obliged to take precautionary measures against abuse of data and to avoid sending confidential or personally identifiable data via the internet without expressly informing the sender about these risks and having their consent for sending data via the internet.

- I / we hereby agree.

As far as receiving general enquiries, e.g. arranging an appointment, or any issues that don't require other data that need protection, we can use email to reply. In this case we don't need any consent.

### 4) Animal-Assisted-Pedagogy

We do have two trained school dogs. They assist classes on several levels.

- I / we hereby agree to allow the school dog in the class of my/our child.

### 5) Passing on of contact data of legal guardians / of students to the elected parent representatives and parents of classes.

Your personally identifiable data (name of legal guardian and child, address, phone number, email address) will be passed on to the elected parent representatives of your child's class. The purpose of collecting this data is to enable them to contact you, especially to transfer information and fulfill their tasks.

- I / we hereby agree.

Furthermore parents often wish to have a common class list. Please decide if the data included under point 3. can be put on the class list for better coordination between parents and be distributed to all parents of the class.

- I / we agree.

### 6) Cooperation päd-aktiv and school

In the context of collaboration it is necessary and important for the wellbeing of the child to exchange personally identifiable information between educators of päd-aktiv and teachers of the primary schools of Heidelberg.

All communications will of course adhere to strict confidentiality.

- I / we hereby agree to this exchange.  
 I / we hereby agree that the school will notify päd-aktiv if my child is ill.  
 I / we hereby agree that the school will notify päd-aktiv if my child has head lice.

### 7) Cooperation Sportkreis and school

For the achievement of a sports badge, we pass on data to the Sportkreis Heidelberg. This stores data (name, date of birth, class, gender, performance values) on the nationwide database DOSB. Without transferring this data your child cannot be awarded the sports badge. Further information can be found at:

<https://www.deutsches-sportabzeichen.de>

- I / we hereby agree to the transfer of the above mentioned data to the Sportkreis.

### 8) Cooperation between school social work and school

In the context of collaboration it is necessary and important for the wellbeing of the child to exchange personally identifiable information between the school social worker and teachers of the primary schools of Heidelberg. All communications will of course adhere to strict confidentiality.

- I / we hereby agree to this exchange.

This consent may be withdrawn anytime in the future. Such withdrawal may also refer to a part of the media or the type of data. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. In the case of printed material, consent shall not be withdrawable once the printing order has been made. In the event of withdrawal, the pertinent data will in future no longer be used for the purposes mentioned above and erased from the pertinent Internet offers without delay. If consent is not withdrawn, it shall be valid for the duration of school attendance with the data being erased upon the end of school attendance. Video recordings will be erased upon completion of the work assignment but no later than the end of the school year or the end of the course level or when the above purpose has been reached.

**Consent is given on a voluntary basis. No disadvantages shall accrue from refusal to giving your consent or withdrawing it.**

Vis-a-vis the school you have the right of access to your personal data; you moreover have the right to rectification, erasure or restriction, and the right to object to processing and a right to data portability. You moreover have the right to lodge a complaint with the data protection supervisory authority, the commissioner for data protection and freedom of information of the land of Baden-Württemberg.

\_\_\_\_\_  
[place and date]

\_\_\_\_\_  
[parent's or legal guardian's signature]