

Information for Glasmacher families

Regarding the processing of personal data under the Article 13 of the General Data Protection Regulation (GDPR)

1. Responsible party

The party responsible for processing personal data is:
Barbara Glasmacher Internationale Schulberatungs GmbH
Herzogstr. 60, 80803 Munich, Germany
Tel. + 49-89-38 40 54-0 / info@glasmacher.de / www.glasmacher.de
Registered office: Munich, HRB 115 228, VAT ID no.: DE184171320
Management: Theresa Glasmacher, Virginia Jakob

2. Data protection officer

We have appointed as our data protection officer:
Ingenieurbüro Michael Schlagintweit, Amselweg 3, 82335 Berg, Germany
michael@schlagintweit.com

3. Purposes of data processing and legal grounds

Personal data is collected and processed in order to secure places for pupils at schools in the United Kingdom (England, Wales and Scotland). Personal data is disclosed to the schools so these can determine whether or not the pupil is suitable for a place. The schools are then also able to contact pupils and their parents directly in future.

Data processing is carried out to enable us to fulfil our agreement with you (i.e. the task you charged us with of finding a suitable school for your child). The data is processed in accordance with Article 6 (1) (b) of the General Data Protection Regulation.

4. Types of data and data subjects

The type of personal data we process is initially only that which is required to send you our brochure. Once the application process is initiated, further data is required as per the attached application form is requested. This data pertains to:

- the pupil
- the pupil's parents or, if applicable, his/her legal guardian
- the pupil's siblings

5. Processing for legitimate interests' purposes

No data is processed for legitimate interests' purposes (Article 6 (1) (f) of the General Data Protection Regulation). Our purpose is solely to fulfil the agreement we entered into with you.

6. Recipients

The data is disclosed to selected schools in the United Kingdom. We will always inform you which schools receive the data as soon as we forward it to the schools.

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7. Duration of data retention

We will store our correspondence with you for ten years (in line with our duty to store it under the German Commercial Code (HGB) and Value Added Tax Act (UStG)). Thereafter, your communication data will be deleted. If your child attends a British boarding school or a summer school, your child's data will be stored for ten years after the start of his/her time at the school in the United Kingdom before being deleted.

8. Right to access, rectification, erasure, restriction and data portability

You are entitled to receive access to the personal data concerning you at any time. Likewise, we will correct your data if it is inaccurate. In such cases please use the contact information above to notify us. Please also let us know if you would like to exercise your right to restrict, delete or have your data transferred.

9. Right to lodge a complaint

If you have cause for complaint, please contact us using the contact information above. Likewise if you become aware of an infringement of data protection.

For problems with data processing, please contact our data protection officer (see above) at any time. As a rule, you are also entitled to file a complaint with a supervisory authority regarding the processing of your data. You can contact the authority in your local area or the authority to which we are subject:

Bavarian Data Protection Authority (BayLDA)
Postfach 606, 91511 Ansbach, Germany
e-mail: poststelle@lda.bayern.de
Website: <https://www.lda.bayern.de>

10. Provision of your data

The data relating to yourself and your child that you provide us with is done at your own free will. Please only give us the data that you and your child are willing to disclose. We will contact you if the data provided is not sufficient such that it might jeopardise the successful organisation of a placement at a school.

11. Automated decision

For our part, we do not operate an automated decision-making process that is not doublechecked by a human being.