



SSB Schwedische Schule in Berlin gGmbH
Sitz Berlin Landhausstr. 26 – 28, 10717 Berlin
info@svenskaskolan-berlin.de
Telefon: +49 (30) 86 49 59 30
Fax: +49 (30) 86 49 59 31

Information General Data Protection Regulation (GDPR)

We at the Swedish School in Berlin take the privacy of your data very seriously. Data privacy and the protection of your private sphere in the processing of personal data is an important concern to us that we consider in our operation.

In connection with the new information act (GDPR), which came to force on May 25, 2018, we want to inform you how we at the Swedish School in Berlin handle your personal data.

Who is the data controller and who can you get in touch with if you have any concerns or questions?

The Swedish School in Berlin, situated in Landhausstrasse 26-28, DE-10717 Berlin, is as an association the controller of your personal data.

As a contact person in this matter we have stated our Head of School.

Which personal data are we processing?

- Name
- Title
- Address
- Phone number
- Date of birth
- E-mail address
- Personal number, insurance data, E-card number, copy of passport

Konto:

Schwedische Schule in Berlin gGmbH
Svenska Handelsbanken, NL Hamburg,
IBAN: DE29 5142 0600 0011 6610 16
BIC: HANDDEFF



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- Photos / Videos
- Workplace
- Bank details
- Salary data
- Test results
- Pupil review
- Health data

Why are we processing these personal data?

In order for us to carry out our operation, we need the personal data as stated above. We regularly review the information we collect and handle only the information which is relevant for us.

In connection with the new school year we will hand out a form asking you to fill in personal information both about you and your children. In this form you will also be able to give your consent for the handle of your personal data.

Which recipients will receive the information?

- National Agency of Education, Stockholm or Helsinki
- Handelsbanken, NL Hamburg
- Payroll Office Muckel-Ehlgötz, Berlin

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You are entitled to

- access your personal data
- get incorrect personal data corrected
- get your personal data deleted if the data is no longer necessary
- to know how long your personal data will be stored
- to file complains towards the Data Inspection

How we maintain your information

We always take actions to ensure that your personal data are protected and erase them in a secure manner when no longer needed.

We have introduced security measures to protect your data. What security measures we use depends on which kind of data is collected.

We only keep data as long as required to provide you with the service needed for you, for the purpose stated in this information and also for all legal purposes we owe to keep. We will safely erase your data when no longer needed in accordance with our association policies.

Berlin August, 2018

Jonas Höglund

Swedish School in Berlin

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