

Name: [Click here to enter text](#)

Information on the collection and storage of personal data by the Schulpsychologisches und Inklusionspädagogisches Beratungs- und Unterstützungszentrum (SIBUZ) under the EU General Data Protection Regulation (GDPR)

You or one of your contacts have/has been in touch with the SIBUZ [Choose an element](#). This involves SIBUZ staff collecting and storing the relevant data. Under the GDPR, you are here provided with the following information on the collection and storage of personal data.

The responsible centre as defined by the General Data Protection Regulation is the SIBUZ [Choose an element](#), address: [Click here to enter text](#).

Description and scope of data processing:

Personal data (particularly master data and contact details, medical history, findings, test results, support plans and reports) is documented and stored in hard-copy form, and sometimes also electronically.

Purposes and legal bases of the data processing:

The collected data is necessary in order to organise the SIBUZ's work and compile reports and professional statements, so as to enable appropriate consulting. It is also used in anonymised form to compile statistics. The purpose of data processing here is thus to help with the SIBUZ's consulting and support as per Art. 9 Para. 2 g of the GDPR.

The data collection is based on the legal principles by which the SIBUZ operates for you or your contact persons, particularly Sections 64 Para. 8, 107 of the Berlin State Schooling Act (SchulG) and the Ordinance on Special Educational Support (SopädVO).

All personal data is subject to the duty of non-disclosure under Section 203 of the German Criminal Code (StGB), and is only shared with third parties to perform the legal task if you have consented to this. This applies if you have contacted the SIBUZ *voluntarily*. Only in legally permitted exceptional cases (e.g. hazardous situations) may data be shared without your consent. If, on the other hand, the *school* contacts the SIBUZ, it will only receive SIBUZ findings as answers to the questions asked by the school (Section 64 Para. 8 SchulG).

Individual or test results the SIBUZ uses as the basis for its answer are not shared.

Location and duration of storage:

Once processed, the data collected by the SIBUZ is saved and stored differently in the Inclusive Education and School Psychology departments, based on the legal regulations.

In the Inclusive Education area, the documents are returned to the relevant school. The legally stipulated storage period is two years, once the compulsory schooling requirement has ended.

Central email address (including for documents with electronic signature): post@senbjf.berlin.de

In the School Psychology area, the collected data is kept at the SIBUZ, where it is saved/stored for up to two years after the person has left the school.

This two-year period cannot, however, end before the compulsory schooling requirement has been met.

Rights of the affected person: (Art. 15-21 GDPR)

You have the *right of access* to information held by the party in charge regarding your personal data. You have the *right to rectification* insofar as incorrect data is being processed about you. You have the *right to request erasure of your data* insofar as the data is no longer required for the aforementioned purposes. You have the *right to restriction of processing* insofar as matters of data accuracy or erasure are still unclear. You have the *right to data portability*, i.e. you can request a copy of your personal data in a conventional, machine-readable file format. You have a general *right to object* to the data processing, even if this is legitimately based on the aforementioned legal principles. The right to object does not exist if the processing of your data has been expressly stipulated by an exceptional legal regulation. In such an exceptional case, you will not be permitted to object. If there is no legal obligation to process your data, your objection will result in your interests in ceasing the processing being weighed up with the requirements of the relevant SIBUZ's work. Your data can only be further processed contrary to your objection if there is no other way for the SIBUZ to work for you or the school, and you or the school want the SIBUZ to continue working.

If *the protection of personal data is breached* and this poses a high risk to your personal rights and freedoms, the responsible party will inform you immediately. (Art. 34 GDPR)

Under Art. 77 GDPR, you have the *right to lodge a complaint with a supervisory authority* if you believe your personal data has been processed illegally. To do this, you can contact the Berlin Data Protection and Information Freedom Officer, Friedrichstrasse 219, 10969 Berlin, tel. (030) 13889-0, fax (030) 2155050, email: mailbox@datenschutz-berlin.de.

I have read and understood the above information:

Date, signature (*of both guardians if applicable*)

Das unterschriebene Formular ist **immer zusammen** mit der dt. Version der Erklärung in der Akte abzuheften.