

## **Erich-Kästner-Schule Klein-Gerau**

### **Note:**

With the first visit of a hessian school, a file will be opened for every student. Within this file initially the data on the master data sheet will be collected and bit by bit completed by visited classes, performance rating and the graduation achieved.

Data management will be in electronical form within the „Lehrer- und Schülerdatenbank (LUSD)“ as well as in an additional paper file. In case of a transfer to another school this paper file and the access authorisation to the data sheet will be transmitted to the accepting school.

The „Hessische Schulgesetz § 83“ and the „Verordnung über die Verarbeitung personenbezogener Daten in Schulen und statistische Erhebungen an Schulen vom 4. Februar 2009“ (published in the „Amtsblatt“ march 2009, internet <http://www.datenschutz.hessen.de/schuvo.htm>) builds the basis for the data acquisition and processing. In this document you will find an overview, which data will be generally collected and the record retention periods.

You have the legitimate claim to review the data on advance notification. In this case please notify the school administration.

**Kenntnis genommen:**

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**Datum/Unterschrift**