

Participation in the “Inclusion Assistant” project and declaration of consent to the processing of personal data within the framework of the measure

Dear parents,
Dear pupil,

The state support programme “Inclusion Assistant” shall be carried out at the institution

Name of school

By the executing agency

Name of the project executing agency

The inclusion assistant at the above-cited institution accompanies and supports pupils with special educational needs or a disability as well as pupils among whom, in view of developmental peculiarities, the emergence of special educational needs are to be prevented.

The inclusion assistant will observe, document, and analyse your personal development/that of your child – particularly related to behaviour and learning – at school, so as to develop, propose, and implement supportive measures together with you/your child, your parents/you as well as your/their teachers. These measures aim to cultivate your personal development/that of your child and to help prevent special educational needs or to positively influence existing special educational needs.

In order to provide appropriate support within the framework of the “Inclusion Assistant” project, it is necessary to process the following personal data of the participant¹:

- 1) Citizenship and religious affiliation
- 2) Type and degree of disability, chronic disorder or special educational needs with diagnosed support priority
- 3) Existing partial performance weaknesses: Reading and spelling weakness, dyslexia, dyscalculia, concentration difficulty/disorder, attention deficit disorder (ADHS, ADS).
- 4) School, grade
- 5) Documented observation results from classroom observations by the inclusion assistant (stage of learning and behavioural observation) as the basis for identifying individual development opportunities

¹ In consultation with the parents/school management/inclusion assistant, tick which personal data are necessary for the work of the inclusion assistant at the school.

- 6) Personal data required within the framework of educational agreements pursuant to § 35a (2) of the Saxon School Act for the supportive work of the inclusion assistant
- 7) Personal data from the support plan and developmental report pursuant to § 17 (1) of the Special Schools Regulations for pupils with special educational needs
- 8) Personal data from the pedagogical development plan pursuant to § 5 (4) sentence 1 and § 14 (2) sentence 1 of the Primary Schools Regulations for pupils without special educational needs
- 9) Personal data required for the supportive work of the inclusion assistant within the context of educational consultation pursuant to § 7 of the Secondary and Evening Secondary School Regulations
- 10) Personal data from the special educational needs report pursuant to § 13 (7) of the Special Schools Regulations for pupils with special educational needs
- 11) Health data from medical reports available to the school in the context of determining a special educational need pursuant to § 13 of the Schools Regulations (5) sentence 4 Special Schools
- 12) Assessments and reports from the school as well as from internship and/or training organisations
- 13) Personal data required for fulfilling the supportive work of the inclusion assistant in cooperation with other assistants at the school – these include school social workers, general school assistants (as well as language and integration mediators), school mentors, pedagogical specialists, career-start counsellors, practice consultants, Teach First fellows, socio-educational specialists in the vocational preparation year and practice attendants in the two-year vocational preparation – alongside parents or internship and/or training organisations.
- 14) Personal data that becomes known in consultation discussions pursuant to § 13 (2) of the Special Schools Regulations and is necessary for the fulfilment of the inclusion assistant's supportive work.

Personal data will be transferred for the points 1 to 4, 6 to 12 and 14 from the school to the inclusion assistants. Within the context of sitting in on classes and consultations (points 5, 9, and 14), information will also be collected and documented by the inclusion assistant himself/herself. The transfer of personal data of other assistants at the school as well as of parents or internship and/or training organisations to the inclusion assistant pursuant to Point 13, shall take place exclusively for the purpose of fulfilling the inclusion assistant's supportive work. Other assistants at the school are school social workers, general school assistants (including language and integration mediators), school mentors, pedagogical specialists, career-start counsellors, practice consultants, Teach First fellows, socio-educational support in the vocational preparation year and practice attendants in the two-year vocational preparation. Depending on the necessity to support the pupil, the inclusion assistant shall request needs-oriented personal data from the relevant assistants. Separate consents will be obtained from the pupil or his/her parents for this data collection and data transfer.

Declaration of consent

I/we consent to the processing of the above-cited personal data of the pupil

Surname, first name of the pupil

Date of birth (dd/mm/yyyy)

pursuant to Article 6 (1) sentence 1 letter a of the General Data Protection Regulation (GDPR). Consent is voluntary and can be revoked at any time, even individually, with effect for the future by contacting the contact partner/or data protection officer of the project executing agency. A copy of this declaration of consent including information on data protection on Pages 4 and 5 has been issued to me/us.

Place, Date

Signature of the pupil

Place, Date

Signature of the legal guardian

Information on data protection

We also provide you with this additional information:

1. Controller:²

Name of the project executing agency: _____

Street, house number: _____

Postcode/city: _____

Telephone: _____

Email address: _____

Internet address: _____

2. Contact partner/or data protection officer at the project executing agency²

Surname, first name: _____

Street, house number: _____

Postcode/city: _____

Email address: _____

3. Purpose of processing personal data

The processing of personal data will take place in the context of implementing the “inclusion assistant” measure, in order to ensure an individually adapted support for the pupil during the project.

4. Legal basis

The legal basis for the data processing are Article 6 (1) letter a and Article 9 (2b) of the General Data Protection Regulation (GDPR).

5. Type and scope of data processing/categories of affected personal data³

In connection with implementing the measure, the following personal data of the participants (pupils) will be processed:

- Identifying characteristics of the pupil
- Nationality and religious affiliation
- Health data
- School-related personal data available to the school for the purpose of schooling
- Results on the stage of learning and behaviour of the pupil

² To be filled out by the project executing agency.

³ In consultation with parents/school management/inclusion assistant, please tick which personal data is required for the work of the inclusion assistant.

6. Storage period

Once the participant withdraws from the measure, the personal data will be stored for up to 6 months and then deleted.

7. Rights of the party concerned

Data subjects have the following rights:

- a) the right to information from the controller as to whether personal data is being processed (Article 15 of the General Data Protection Regulation),
- b) the right to request that the controller immediately rectifies incorrect personal data (Article 16 of the General Data Protection Regulation),
- c) the right to request that the controller deletes personal data under certain circumstances, for example, if it is no longer needed (Article 17 of the General Data Protection Regulation),
- d) the right to request that the controller limits the processing of personal data under certain circumstances (Article 18 of the General Data Protection Regulation),
- e) the right, under certain circumstances, to obtain from the controller personal data of the data subject, which the latter has provided (Article 20 of the General Data Protection Regulation),
- f) the right, arising from the specific situation of the data subject, to object at any time to the processing of personal data concerning him or her (Article 21 of the General Data Protection Regulation) and
- g) The right to revoke consent if the processing is based on Article 6 (1) letter a or Article 9 (2) letter a of the General Data Protection Regulation, without affecting the legality of the processing on the basis of consent until revocation.

Relevant requests as well as complaints regarding data processing are to be addressed to the contact partner or data protection officer at the project executing agency.

8. Consequences of not providing the data

The provision of the selected personal data is required for implementing the "Inclusion Assistant" project. If the pupil and his/her legal guardian do not consent to the processing of the above-cited personal data pursuant to Article 6 (1) letter a and Article 9 (2b) of the General Data Protection Regulation, it will not be possible to participate in the measure.

I have taken note of the information in points 1 to 8.

Place, Date

Signature of the pupil

Place, Date

Signature of the legal guardian