



Data Protection Information pursuant to EU GDPR

This document sets out to provide you with an overview of how we process your personal data and of your rights as a data subject.

1. Who is responsible for processing data, and who can you address your questions to?

The data controller is:

Kennnisreich Kindertagesstätten (Kita Bonifatius Buchenblatt gGmbH soon to be renamed), Isenheimer Weg 6, 14169 Berlin
Telephone: +49 (0)30 9851 0786, Email: info@kennisreich.de

You can reach our data protection officer at the following address:

Christine Weitzker, Königsheideweg 271, 12487 Berlin, Email: info@kennisreich.de

2. What data do we process, and what sources is this data drawn from?

We process personal data we receive from you as a party interested in our services or as a contractual partner. This relates both to your own personal data and to personal data you communicate to us as your child's legal representative.

Such personal data can include:

Person with care of the person of the child:

Your name, address, phone numbers, email addresses, family status, bank details, occupation (or hours worked daily/care requirements), employer, photographs.

Personal details of your child:

Name, address, phone number, email address, date of birth, gender, health data (allergies, illness, vaccination status), speech and language support requirements, school attendance, photos, video/audio recordings, religious affiliation, everyday observations.

Personal details of third parties (entitled to collect child):

Name, address, phone number, email address

3. For what purpose do we process your data? What is the lawful basis for processing?

We process your data in compliance with the provisions of the EU General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG):

- To fulfil contractual obligations (Art. 6(1)(b) GDPR)

We process personal data to meet our contractual obligations arising out of your daycare contract with us or steps carried out prior to entering into a contract (distribution of available places).

- To meet our statutory obligations and for the performance of tasks carried out in the public interest (Art. 6 (1)(c) and (e) GDPR).

As an early childhood daycare provider, we have specific statutory obligations that involve the processing of data, especially where possible threats to child welfare may exist; in such cases, we must liaise with the relevant Children's Services Department [Jugendamt].

- Within the scope of the balancing of legitimate interests pursuant to Art. 6(1)(f) GDPR

We also process your personal data for reasons extending beyond contractual performance in order to pursue our own legitimate interests or those of third parties:

- For the establishment, exercise or defence of legal claims
- To prevent criminal offences
- To preserve/enforce owner/occupier rights and to collect evidence through, for example, video surveillance
- To protect the security of premises (access monitoring, access restrictions)

- On the basis of your consent (Art. 6 (1)(a) GDPR)

In addition, you can also give your consent to data processing for particular purposes; your consent is then the lawful basis for processing such data. Consent may be withdrawn at any point with future effect – processing which has taken place before the withdrawal of consent remains lawful.

- Where processing is necessary to protect the vital interests of the data subject or another natural person (Art. 6 (1)(d) GDPR)

Health data, in particular, can fall into the category of data we need to collect to protect the vital interests of data subjects.

4. Who do we share your data with?

Within our enterprise, only staff members or departments who need your personal data so that we can meet our statutory or contractual obligations have access to it. We also avail of the services of external providers in areas such as administration or the settling of accounts. These providers are bound to confidentiality and must adhere to our instructions on data protection.

We transfer your data to third parties only with your express consent or in cases in which statutory obligations compelling us to do so exist. This can relate, for example, to communication with Children's Services Departments [Jugendamt] or with schools.

5. Do we transfer your data to any third countries?

Personal data is transferred to entities in third countries outside of the EU only with your express consent or in the context of contract data processing. Service providers in third countries are obliged to comply with European data protection standards.

6. How long do we retain your personal data?

We process and retain your data only for as long as is necessary to achieve the purpose for which the data was initially collected or a purpose compatible with that purpose. Once data is no longer required for the purpose of meeting our contractual or statutory obligations, it is ordinarily deleted. Data is also retained for the following purposes:

- Compliance with tax and accounting-related retention periods (as set out in the German Commercial Code [Handelsgesetzbuch], Tax Code [Abgabenordnung] and, as applicable, in regulations pertaining to the provider's financing); these defined periods, lasting between 2 and 10 years, commence at the end of the year in which the obligation to declare the information to, for

example, the tax authorities arose.

- Retention of evidence in the context of statutory limitation periods (normally 3 years, with maximum periods of up to 30 years).

7. What rights do you have?

Every data subject has a right of access to data concerning him or her pursuant to Art. 15 GDPR and a right to have errors in this data rectified pursuant to Art. 16 GDPR. Data subjects are also entitled to have data erased pursuant to Art. 17 GDPR, to have its processing restricted pursuant to Art. 18 GDPR, to data portability pursuant to Art. 20 GDPR, and to withdraw their consent to data processing pursuant to Art. 21 GDPR; the right to access information and the right to erasure ('right to be forgotten') are subject to the restrictions set out in Sections 34 and 35 BDSG.

Data subjects are also entitled to submit complaints to a data protection authority pursuant to Art. 77 GDPR.

Finally, you can withdraw your consent to data processing with effect for the future at any time. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

8. Are you obliged to provide your personal data to us?

You must provide us with data that is necessary for the initiation or performance of a contract or that we have a statutory obligation to collect.

Information about your right to object to the processing of your data pursuant to Art. 21 GDPR:

You have a right to object, at any time and on grounds relating to your particular situation, to processing on the basis of points (e) or (f) of Article 6(1) GDPR of personal data concerning you.

If you object to the processing of your personal data, we will no longer process this data unless we can demonstrate compelling legitimate grounds for its processing which override your interests, rights and freedoms as a data subject or unless the processing serves the establishment, exercise or defence of legal claims.

No requirements governing the form of objections exist; objections should ideally be sent by email to info@kenntnisreich.de.