Consent to the processing or publication of personal data, photos and video and audio recordings of pupils

***[Name of school, place]***

*[Contact details of school] [Contact details of the Data Protection Officer]*

Dear parents or guardians,

dear pupils,

Personal data is to be processed for various purposes. This is only possible if consent has been provided.

Below, we would like to obtain your consent for this.

 (*Headmaster/Headmistress*)

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[Surname, first name, date of birth and class of the pupil]

1. Publication of personal data

In appropriate cases, we would like to make information about events from our school life - including personal information - available to the public. We therefore intend in particular to publish texts, photos or videos taken in the context of educational work or school events. In addition to class photos, personal information about school excursions, school trips, pupil exchanges, (sports) competitions, teaching projects or the "Open Day" may be considered here.

**I/We hereby consent to the taking of photographs, video and audio recordings and the publication of the above personal data of the person named above in the following media:**  *Please tick as appropriate*

 **Personal data (surname, first name, class,***[[list other personal data if applicable])]****)*** for publication in

[ ]  Notice in the school building

[ ]  Annual report/yearbook of the school

[ ] Local daily press (print version) [ ]  Local daily press (digital version)

[ ] World Wide Web (Internet) on the school homepage www.*.de*

 **Photos for** publication in

[ ]  Notice in the school building

[ ]  Annual report/yearbook of the school

[ ] Local daily press (print version) [ ]  Local daily press (digital version)

[ ] World Wide Web (Internet) on the school homepage www.*.de*

 **Videos** for publication in

[ ] Local daily press (digital version)

 [ ] World Wide Web (Internet) on the school homepage www.**.***de*

 **Audio recordings** for publication in

[ ] Local daily press (digital version)

 [ ] World Wide Web (Internet) on the school homepage www.***.****de*

**For publication on the Internet see note below.**

The rights to the photos, videos and audio recordings are granted free of charge and also include the right to processing, provided that the processing is not distorting. Class photos are only provided with alphabetical lists of names in the annual report; otherwise no names are added to the photos.

1. Production of photos, video and audio recordings for other purposes

**I/we hereby consent to the taking of recordings outside of lessons:** *Please tick as appropriate*

[ ]  Photos for the following purpose*: [Entry of the purpose by the school]*

**[ ]**  Video recording for the following purpose*: [Entry of the purpose by the school]*

[ ]  *Audio recordings for the following purpose: [Entry of the purpose by the school]*

The recordings will not be used to assess pupil behaviour and will not be passed on to third parties.

This consent can be revoked at any time in the future. The revocation can also only relate to a part of the media, data types, or photos. The revocation of consent does not affect the lawfulness of processing on the basis of the consent provided prior to revocation. In the case of printed works, consent can no longer be revoked once the print order has been placed. In the event of revocation, the corresponding data will no longer be used for the above-mentioned purposes in the future and will be deleted immediately from the corresponding internet services. Unless consent is revoked, it is valid for the duration of the school attendance; after the end of the school attendance, the data will be deleted. Recordings under item 2) are deleted at the latest at the end of the school year or at the end of the course level or when the above-mentioned purpose has been fulfilled.

**Consent is voluntary. No disadvantages arise if consent is revoked or not provided.**

You have a right of access to your personal data against the school, as well as a right to rectification, erasure or restriction, a right to object to processing and a right to data portability. You also have the right to lodge a complaint with the data protection supervisory authority, the Baden-Württemberg State Commissioner for Data Protection and Freedom of Information.

**Publications on the Internet/Data protection notice:**
In the case of publication on the Internet, personal data (including photos and videos) can be accessed and stored worldwide at any time and for an unlimited period of time. The data can also be found via so-called “search engines”. It cannot be ruled out that third parties may link the data with other personal data available on the internet and thus create a personality profile, change the data or use it for other purposes.

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|  |
| [Place, date] |
|  | **and** |  |
| [Signature of the parent/legal guardian(s)] |  | [From the 14th birthday: Signature of pupil] |