

Why do day nursery and primary school cooperate?

Both institutions aim at supporting the development of your child towards a self-reliant personality with the ability to cooperate well with others. Additionally, they want to support its eagerness to learn and its learning ability.

Thus, the cooperation aims at improving the start of your child at primary school.

How shall this aim be achieved and what does data privacy have to do with it?

The fortes of your child should already be refined at day nursery before it starts at primary school. If there are perceptible weaknesses, for example concerning the speech development, they should be ameliorated in cooperation with you where possible.

For this purpose, it is necessary to observe your child at the day nursery and to record its development in written form. Have the observation sheets that your day nursery uses shown and explained to you before you sign the Consent to Data Forwarding and Usage. The results will be discussed with you regularly so you can help to support the strong points of your child at home even more and also to balance the observed weaknesses.

What happens to the observation sheets?

The observation sheets remain in the day nursery until your child leaves and will then be destroyed immediately. Unauthorized persons will not receive the sheets.

The last observation sheet will be sent to the primary school as part of the school enrolment, if you gave your approval. The content will be discussed with you before being forwarded.

Do you have to accept the preparation of an observation sheet?

Of course not!

You have the right to refuse the written documentation of the observations ("Storage of the behaviour data"). If you gave your consent to using the observation sheet and to storing the data, you can revoke this consent at all times with effect for the future. Naturally, you also have the right to generally reject the forwarding of information to the primary school or to agree that only certain information will be passed on.

Is the primary school allowed to use the information without your consent?

No!

As there is no legal basis, they can only act with your consent.

Do you have any further questions concerning the observation sheets?

Please contact the administration of your day-nursery.

Do you have questions concerning data privacy?

The Unabhängige Landeszentrum für Datenschutz,
Holstenstraße 98,
24103 Kiel
will provide you with information. Of course, this service is free of charge.
You may also enquire via phone
0431/988 12 07
or via e-mail
LD21@datenschutzzentrum.de

Written consent (specimen sheet)

**Ministry for Education and Women's Issues of
the Land Schleswig-Holstein**

Consent to Data Forwarding and Usage

I / We agree that the **day nursery**

- collects data concerning the stage of development of my child in observation sheets used by the qualified personal of the day nursery
 - Yes
 - No

 - passes the last observation sheet on to the head of school of the admitting primary school before the entrance to the primary school
 - Yes
 - No

 - only forwards the following parts of the observation sheet
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**Cooperation and
data exchange between
the day nurseries and
the primary schools**

For the benefit of your child!

The data may be used the by the primary school during enrolment

- Yes
- No

The purpose was explained to me / us. I was / We were given the leaflet and we took note of its content.

In cooperation with the:
Unabhängige Landeszentrum für Datenschutz

Schleswig-Holstein

Name of the child

*Name/s and address of the
Person(s) having the care and
custody of the child*

*Signature of the Person(s)
have the care and custody
of the child*

ULD

