

## Processing directory according to Art. 30 GDPR

Initial process description       Modification of the description of the procedure from

### 1. General information

Title of the procedure Implementation and use of the learning and communication platform schul.cloud	Status of this process description
Unit or units in which the procedure is used (departments / subject areas)	

### 2. Purpose and legal basis of collection, processing or use

Purpose	Legal bases
Use of the learning and communication platform schul.cloud for communication between students and teachers and organisation of class, course and learning groups. schul.cloud is used in various educational areas and can be used independently of the educational sector. schul.cloud enables direct communication within a closed and data secure environment. In addition, the complete teaching organization of the educational institution can be mapped using created class and group channels. The goals are the acceleration of communication paths, shortening of service paths, more efficient seminar design and simplified file management.	Art. 30 EU-GDPR

### 3. Type of data stored

Running No.	Name of the data
1	Title (optional)
2	Surname, first name
3	E-mail address
4	User role (teachers, students, parents)
5	Photo (optional)
6	Communication data: As soon as a user interacts or communicates on the platform, communication data is generated that is required to use the platform. This includes information about the activity of users on the platform (e.g. information about membership in a channel) that is stored in the system. The storage of this data is necessary, as it would otherwise not be possible to use it. The communication data also includes the date of entry and exit.
7	Channels visited: Channels visited by course participants are set up here for the purpose of communication exchange and the submission of protocols in electronic form, through which information is exchanged. In addition, tasks or information can be distributed to individual persons in such channels.

### 4. Circle of affected persons

<ul style="list-style-type: none"> <li>- Administrative members of the school</li> <li>- Teachers and staff working at the school</li> <li>- Students of the tied school</li> <li>- Parents if applicable</li> </ul>
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### 5. Type of data to be transmitted on a regular basis and their recipients

Running No. from section 3	Recipient and task for which the data is to be transmitted in order to perform the task	Legal basis for the transmission	Automated call-off procedure (yes/no)	Reason for transmission
Not applicable				

## **6. Standard periods for the deletion of data or for the verification of deletion**

Personal data is stored as long as it is relevant for the productive use of the user for the schul.cloud. If a user leaves the organisation, all personal data will be deleted.

If a student or user leaves the organisation and deletes his schul.cloud account, all personal data will be deleted at the same time. The users themselves have the possibility to delete their uploaded files in the personal file repository. Anonymisation of the account cannot be undertaken by the users themselves, as it would otherwise not be possible to assign users on the platform.

## **7. Groups of persons authorised to process and use data**

-Authorized persons at the client, authorized persons of schul.cloud development, who have access to the instance in the system for support and development purposes in case of doubt.

## **8. For order data processing: Contractor**

schul.cloud is a learning and communication platform for all educational contexts that can be used to communicate and organise learning settings within an organisation. schul.cloud is available as a web interface in the browser, as a desktop application for Windows and Mac or as a messenger app for iOS and Android. With the integrated real-time messenger, direct communication via the platform is possible; the integrated file repository can be used as a separate cloud by each user. Each user creates his or her own account, the permission level depends on the registration key created by the teacher. When accounts are created, various personal data is stored that is required for use (see point 3). The heinekingmedia GmbH headquartered in Hamburger Allee 2-4 in 30161 Hanover, Germany as contractor commissions the subcontractor MIVITEC GmbH headquartered in Wamslerstr. 4 in 81829 Munich, Germany with the provision of the platform. The platform will be provided in the high-security data center of MIVITEC GmbH, taking into account the legal technical and organizational measures.

## **9. Recipients of intended data transfers to third countries**

No data transfers to third countries. All data recorded in the schul.cloud is stored exclusively on the hosting servers located in Germany to ensure problem-free use of the platform. In no case will data be transmitted to foreign countries, neither to companies nor to private individuals.