Privacy notice for staff

Version of 12 November 2026 · Translation for information. The German version is binding.

Who is responsible?

The controller is your school; the address and contact details are given in the school's legal notice. You can reach the school's data protection officer through the school. SavePaperwork (Augsburg) operates SchuleVernetzt as the school's processor.

What data, and for what purpose?

- **Your account:** name, work email address or an email address you have provided, password (only as a hash), role, time of the invitation and of the last sign-in; where applicable, the link to the school sign-in and a second factor.
- **Teaching and organisation:** timetable, short code, classes and subjects, substitutions; entries you create yourself (class register, grades, report card texts, circulars, messages, notices).
- **Absence reports:** only the period during which you are absent. SchuleVernetzt never stores a reason.
- **Audit log:** who created, changed or deleted a record and when, and — aggregated per day — who opened lists containing sensitive data (such as sick notes). This serves as evidence that pupils' data are handled properly; read access entries are deleted after 90 days. IP addresses are not stored.
- **School network:** if your school takes part in a substitution pool, a partner school learns your name and contact details only once your school releases a request.

On what legal basis?

The processing serves to fulfil the tasks of the school and your civil service or employment relationship (Art. 6(1)(b), (c) and (e) and Art. 88 GDPR in conjunction with the provisions of your federal state on the processing of employee data and with the school law). The audit log is not used to monitor performance or conduct; where staff representatives exist, the school agrees its use with them.

Who receives the data?

Within the school, the school leadership, the school office and — insofar as shared classes are concerned — colleagues; parents see your name on circulars, messages, appointments and in the substitution plan. The school authority (Schulträger) sees no names. Outside the school, SavePaperwork processes the data as a processor with the subprocessors listed.

For how long?

Your account exists for as long as you work at the school; after that, the school removes it. Absence reports are deleted after the period that the school sets (default: twelve months after the last day of absence). Class register entries, grades and report cards are kept in accordance with the retention periods of the federal state, even if you leave the school. When you open the pages, the hosting provider stores your device's IP address in access logs for up to 90 days, to investigate faults and fend off misuse.

Your rights

You have the right of access, rectification, erasure, restriction and objection (Art. 15 to 18 and 21 GDPR); to exercise these rights, please contact the school. You can lodge a complaint with the data protection supervisory authority, for public schools with the data protection commissioner of the federal state.