

diestaatstheaterstuttgart

Information on the processing of personal data of students at the John Cranko School in accordance with Art. 13 of the General Data Protection Regulation (GDPR)

1. Name and contact details of the controller and data protection officer

The John Cranko School is part of the Württemberg State Theatres Stuttgart. The controller as defined in Art. 13 para. 1 lit. a GDPR is the

Württembergische Staatstheater Stuttgart,
Oberer Schlossgarten 6,
70173 Stuttgart,
info.verwaltung@staatstheater-stuttgart.de.

Our data protection officer can be reached using the following contact details:

Württembergische Staatstheater Stuttgart,
Oberer Schlossgarten 6,
70173 Stuttgart,
+49 (0)711/2032-652
datenschutz@staatstheater-stuttgart.de

2. Legal basis

We process personal data of students at the John Cranko School and their legal guardians in accordance with the following legal basis:

- General Data Protection Regulation (GDPR), in particular Art. 6 GDPR (consent, contract and pre-contractual measures, legal obligations) and Art. 9 GDPR (processing of special categories of personal data)
- State Data Protection Act of Baden-Württemberg (SDPA BW), in particular §§ 4 and 5 SDPA BW
- Education Act Baden-Württemberg
- State Archive Act Baden-Württemberg
- Administrative regulation of the Ministry of Education and Cultural Affairs Baden-Württemberg on data protection at public schools

3. Purposes and data of the processing

Personal data of students and their legal guardians is processed to the extent necessary for the educational, training or welfare mandate of the John Cranko School and for participation in rehearsals and performances. This includes the following data in particular:

- Application data** (*data from the registration form that is transferred to the student file upon admission*): last name, first name, date of birth, nationality, curriculum vitae, public school and ballet school attended, class, grade point average, last school report, ballet school(s) attended, duration and extent of ballet training, height, weight, application for a place in the boarding school, name, address, contact details and occupation of parents/legal guardians, as well as photos, videos, acceptance or rejection letters.
- Basic data** last name, first name, date of birth, place of birth, nationality, passport and visa details, date of entry and departure, contact details (mobile phone number and e-mail address), bank details, medical certificate with vaccinations, height and weight, public school attended, boarding school accommodation or external residential address, scholarship, current class at the John Cranko School.

- c) **Data of legal guardians:** last name, first name, address, contact details, dates of birth and names of birth (for residence permits and visa applications of boarding school students), guest performances abroad (all students), occupation (optional), custody and information right, bank details, income and expenses for the scholarship selection process, correspondence, documentation of interviews with parents, interviews with teachers from external schools and with ballet teachers from the John Cranko School, feedback questionnaires.
- d) **Data during training/academy:** training class, training year, timetable, intermediate and final examinations, class lists, class register entries, attendance and absence, grades, violations of school and boarding school rules, certificates and final certificates, rehearsed choreographies and roles in performances, participation in competitions, acceptance into ballet companies.
- e) **Data in the boarding school** (*data required for educational support*): accommodation (room number/floor of boarding school, address of external apartments and landlords, data and consumption of electricity and gas, water), mother tongue, foreign languages, eye colour (for visa for trips abroad, e.g. participation in guest performances), passport and ID card data, residence permit, health insurance, religious affiliation (for residents' registration office), health insurance, social security number, consent of legal guardians for going out, leisure activities, visits and medication, orthopaedic pre-existing conditions, diet (e.g. vegetarian), educational documentation (e.g. special educational and medical requirements), other (e.g. family history of illness or similar), special instructions for the team of carers (e.g. accompanying to the doctor), billing-related data with the private health insurance company (Hanse Merkur), health impairments (e.g. allergies, injuries), health documentation (e.g. doctor visits, relevant diagnoses, issue of medical products), accident reports, documentation of parental interviews with agreements on pocket money and social media, additional learning opportunities (e.g. music lessons), online training in the native country.
- f) **Photography and filming:** Declaration of consent, photography and filming during rehearsals and performances for educational and choreographic purposes, for production documentation (including costume rehearsals) and for publication (live image and sound transmissions of performances, videos, TV recordings, DVDs, print products, website, social media), photography for educational purposes of boarding school care, photography for student ID cards and school administration.
- g) **Travel expenses, guest performances, trips** (*further data for guest performances, participation in competitions and trips financed by scholarships*): travel data, travel expense reports, passport and visa data in accordance with the entry requirements of the respective host country.
- h) **Financial accounting** (*data for the booking of school and boarding school funds as well as scholarships*): debtor/creditor number, first name, last name, address, bank details, telephone if applicable, e-mail, booking and payment date, payment amount, purpose, account assignment, dunning procedure, correspondence.
- i) **Extra fees** (*additional data for the settlement of extra fees for rehearsals and performances at the Stuttgart Ballet*): social security number, health insurance, income tax data, tax number, religious denomination, payment method, bank details, pension type key if applicable, additional pension data if applicable, social security fund for artists if applicable.

diestaatstheaterstuttgart

4. Use of the *Elternnachricht* Tool for Absence Notifications

Starting in April 2026, JCS will use the absence management tool provided by the service provider *Elternnachricht* for reporting absences. The Württemberg State Theatre Stuttgart has entered into a data processing agreement with the service provider *Elternnachricht* (Ferdinand Sommer and Johannes Höller GbR, Plankensteinstraße 4, 81673 Munich) on behalf of JCS, in accordance with Article 28 of the General Data Protection Regulation (Datenschutzgrundverordnung / DSGVO). This service provider processes data exclusively in certified German data centers, in compliance with appropriate technical and organizational measures. All data is transmitted via *Elternnachricht* exclusively through encryption. You can find more information at <https://www.elternnachricht.de/datenschutz>.

The following personal data is processed in this tool, to which the employees of JCS have access within the scope of their duties:

- a) **Parents:** First name, last name, email address, language (optional), emergency contact number (optional), password (encrypted, only upon registration)
- b) **Student:** First name, last name, class, group, grade, absences: start date, end date, status (unexcused/excused), message field (optional)
Note: Please do not enter specific reasons for illness-related absences or health-related information in this field, as these constitute special categories of personal data pursuant to Art. 9 DSGVO.

The data will be deleted as soon as it is no longer necessary for the performance of the task, at the latest upon termination of the student's enrolment, or after withdrawal of consent, provided there is no other legal basis.

5. Recipients of personal data

We transfer personal data to other persons or institutions if this is necessary for the execution of the contractual relationship, if you have given your consent or if the transfer is legally permitted. In doing so, we transfer a part of your data to the following institutions, which require it to fulfil their respective tasks. These are in particular:

- City of Stuttgart/Citizens' Office (registration and deregistration)
- Immigration authorities (residence permit)
- Banks (direct debits, transfers)
- Health insurance
- Doctors and therapists
- External schools
- School authorities (Ministry of Education and Cultural Affairs, Youth and Sport as well as the Regional Council within the framework of technical supervision) and State Youth Welfare Office (KVJS)
- Theatre Cloud (protected data transfer as an alternative to e-mail)
- Travel agencies (for guest performances, participation in competitions booked by the school)
- Accident insurance (student accidents)
- Artistic director's office for participation in rehearsals and performances (contact details)
- Domestic and foreign guest performance organizers, co-production and co-operation partners (co-productions and guest performances)
- Foreign embassies and consulates (visa application for foreign guest performances)
- Health insurance (foreign guest performances)
- Sponsors of scholarships (cost accounting)
- Sponsors and the circle of friends called Förderverein (other events)
- Websites, social media, films, media (reporting, recordings and broadcasts)
- Other institutions of the State of Baden-Württemberg (state treasury for accessing the state theatres' bank account, Court of Auditors Baden-Württemberg for audits)
- Auditors (annual audit of financial accounting)
- State Archive Ludwigsburg (insofar as documents are adopted in accordance with the State Archive Act).

5. Storage period

Personal data is stored or kept for the duration of the legally stipulated retention periods as long as it is required for the aforementioned purposes. The John Cranko School adheres to the retention periods of the administrative regulations of the Ministry of Education and Cultural Affairs of the State of Baden-Württemberg regarding data protection at public schools, unless longer storage is required. Data of applicants who have not been accepted will be deleted or destroyed after an additional year.

6. Rights of data subjects

You have various rights under the General Data Protection Regulation. According to [Art. 15 GDPR](#), you have the right to obtain information in writing about the data stored about you and, if necessary, to request rectification in accordance with [Art. 16 GDPR](#), its erasure in accordance with [Art. 17 GDPR](#) or a restriction of its processing in accordance with [Art. 18 GDPR](#). However, deletion is not possible if legal retention periods exist. According to [Art. 20 GDPR](#), you have the right to data portability. Requests should be addressed to: the data protection officer of the Württemberg State Theatres Stuttgart (for contact details, see 1.). You also have a right of appeal before the data protection supervisory authority LfDI Baden-Württemberg (<https://www.baden-wuerttemberg.datenschutz.de/kontakt/>). The contact details are: State Commissioner for Data Protection and Freedom of Information Baden-Württemberg, P.O. Box 10 29 32, 70025 Stuttgart, email: poststelle@lfdi.bwl.de. Exercising your rights as set out above is free of charge.