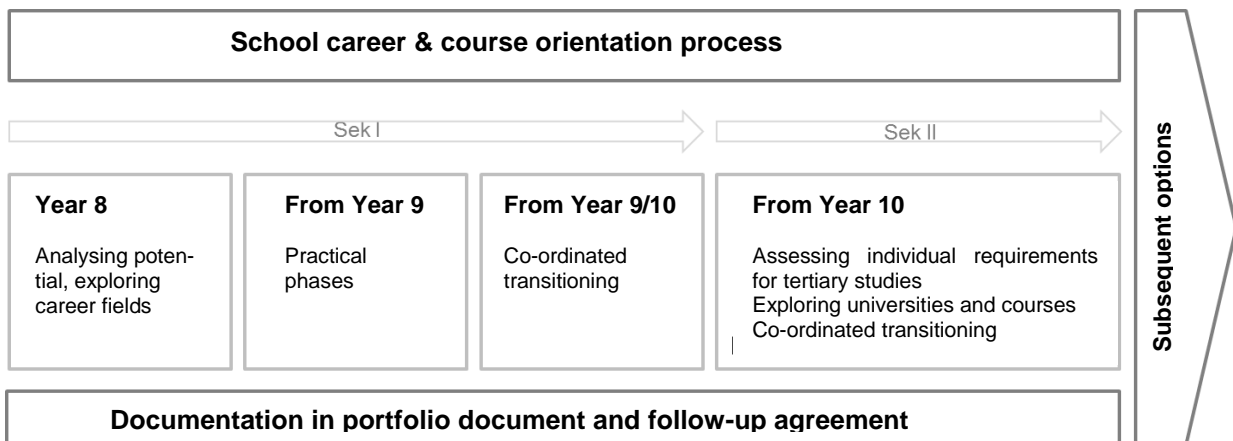


## Post-school education: Privacy statement for potential analysis

Dear parents and guardians,

A successful career and course focus, and subsequent choice of career path, is critical to ensuring a secure future where your children can support themselves. As parents and guardians, you are the most important partners here, as you are particularly familiar with your children's interests, potentials and abilities.

Career and course orientation is a key component taught at schools in North-Rhine Westphalia, and are based on the "Kein Abschluss ohne Anschluss" (Post-school education) regional project. With the involvement of ministries, communities, business, unions, and the Federal Employment Agency, a systematic orientation process is available to every school student from year 8 onwards, helping them transition from school to career or from school to university to career.



In order to properly prepare the children for this transition, the career and course orientation process is achieved through various components, known as standard elements, all of which are considered academic events and build onto one another. Further details are available from the school and the enclosed parent information form.

Your child's career orientation starts in year 8 with the potential analysis, which gives the children information on their strengths and potentials. It provides an opportunity to explore suitable career fields later on in the career-orientation process, and look for internships. Preparation and follow-ups are performed in class. As it is run by out-of-school educational institutions, we need your consent in order to collect, process and use your child's personal details. Consent is voluntary, and may be revoked at any time, even after the analysis has been conducted, without this resulting in any legal disadvantages for your child. Revocations must be advised to the school.

The provider collects and processes your child's personal data as part of the potential analysis. Immediately after the assessment session, to which you are invited, the provider must destroy the data in accordance with privacy laws. Following the assessment session, you may decide

whether or not you wish to forward the analysis results to your child's teachers at the school to enable further counselling. The school will only use the data to help your children choose career-field familiarisations and internships.

To ensure the contracted providers can bill for the potential analysis, your child's last name, first name and date of birth must be recorded and stored. Providers are only obliged to use the stored data for the purposes of billing with the Landes-Gewerbeförderungsstelle des nordrhein-westfälischen Handwerks e.V. (LGH).

Once billing is complete, none of your children's personal data will be kept by the provider.

Consent form:

I have read the provider's brief description of the potential analysis process, and agree for my child

\_\_\_\_\_

Student's last name, first name

\_\_\_\_\_

Class

to participate in the potential analysis and assessment of results.

I agree for

my child's data required for billing purposes (first name, last name, date of birth) to be forwarded.

\_\_\_\_\_

Parents/Guardians

\_\_\_\_\_

City, date, signature