

# Auf Deutsch German Tuition

## Privacy Statement

The General Data Protection Regulation (GDPR) came into force on 25th May 2018. It requires that all businesses issue a privacy statement to their clients and contacts regarding the personal data they are holding. For the purposes of the UK, the supervisory authority is the Information Commissioner's Office (ICO).

*Auf Deutsch German Tuition* is a private language tuition business run by Tatjana Sacherer who is also the data controller for this business.

*Auf Deutsch German Tuition* is registered with the ICO (reference number: ZA559538)

### Data Held

*Auf Deutsch German Tuition* holds personal contact information (name, postal address, email address, phone number, SKYPE name) as well as information related to students' language learning requirements, such as needs assessments and learning objectives, lesson plans, notes on progress and exam results.

### How your information is used

I only hold and process personal information to provide the tuition service my students engage me to provide and in connection with my legal obligations.

This includes using information for

- putting together tailor-made language training programmes
- scheduling language lessons and workshops
- invoicing and record keeping

Every reasonable effort is made to ensure that the information processed by *Auf Deutsch German Tuition* in either physical or electronic form is always safe and secure.

### How long your information is kept

I do not retain any of my students' information once their language tuition has finished unless the data are needed to comply with legal requirements.

### How your information is shared

*Auf Deutsch German Tuition* shares information with others where there is a legal obligation for doing so, such as for tax purposes.

Your information is never shared with third-party marketing organisations.

### Your rights and responsibilities

Transmission of information over the internet is not entirely secure. Please note that if you submit any information to me over the internet (whether by email, SKYPE, WhatsApp, Google Docs or any other means), you do so at your own risk.

Please inform me in writing if any of the information you have previously provided changes or needs updating. You have the right to request that your data is amended or deleted at any time.

Further information about your rights can be found on the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk).

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## Reporting a breach of rights or security

If you believe your data rights or security have been breached, please contact me immediately.

**Postal Address:** Tatjana Sacherer  
Auf Deutsch German Tuition  
15 Prewetts Mill Apartments  
Mill Bay Lane  
West Sussex  
RH12 1ST  
United Kingdom  
**Email:** [tatjana@aufdeutschonline.com](mailto:tatjana@aufdeutschonline.com)  
**Mobile:** +44 7940 563 494

## Changes to this Policy

This Privacy Statement may change from time to time. All current students of *Auf Deutsch German Tuition* will be provided with an updated version.

You can also visit my website at [www.aufdeutschonline.com](http://www.aufdeutschonline.com) for the latest version.

Horsham, May 2025