

## Consent Form for the Use of Microsoft Teams for Education

**Personal Data:**

Student Family Name:		
Student First Name:		
Student ID*:		Grade Level:

I (parent/ guardian/ student), understand that ISF International School Frankfurt Rhein-Main Frankfurt (The School) will be using the Microsoft Office 365 groupware platform Teams for Education (hereinafter “Teams”) in order to provide collaboration capabilities for teachers and students, to communicate and work in groups, to share school-related information via a common space as far as necessary and possible regardless of whether they are together or apart.

Teams is a secure cloud-based service by Microsoft that provides remote and dispersed teams with the ability to work together and share information via a common space. Teams combines persistent one-on-one chat, team chat, document collaboration, video meetings, file storage, and application integration. Teams is made up of channels and will serve as digital classrooms.

Digital class books will be shared in Teams. Digital learning material will be provided, and a student personal user account and notebook will be created in order to continue the use of the educational services of ISF. Teams allows teachers to distribute, provide feedback, and grade students’ assignments turned-in via Teams, and personal data will be passed on to the management and administration personnel of ISF in order to perform and plan the necessary services.

**Purpose**

The service will be used to perform the teaching and educational purposes (Purpose) in order to replace face to face learning in case such is not possible, e.g., due to a lockdown.

The content in Teams will be used in accordance with this form to provide education and personal accounts will be created (name, e-mail address, access and content data, audiovisual records, learning documents, chats, etc.). There will be no automated decision making; nevertheless, personal accounts will be created for teaching, classwork, and homework purposes in order to replace the usual school services as far as possible.

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Frankfurt Rhein-Main  
Verwaltungs-GmbH**

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Handelsregister/  
Company Registry No.  
**Frankfurt am Main**  
**HRB 39 617**

**Konto/Account**  
Deutsche Bank  
IBAN:  
DE95500700100093489300  
BIC/Swift Code: DEUTDEFF

USt-IdNr.: DE 175748976  
Steuer-Nr.: 4523644125



### **Parent/Guardian Consent**

By signing this consent form, I hereby agree to the following:

I give consent to the school and SABIS® Educational Services S.A.L. (SES), SABIS® Educational Systems, INC. (SES INC), its affiliates, and schools that are members of the SABIS® Network to use Teams for the Purpose and the infrastructure and content on the Platform is at the discretion of the school. Personal data may be transferred outside the European Union to SABIS® in the U.S. and Lebanon. There are SCC (Standard Contractual Clauses) EU agreements in place. These include contractual obligations that protect your personal data when it leaves the EEA and grants you the data privacy protection under GDPR rules. As far as personal data is stored by Microsoft and its data center via the cloud service Office 365, a controller-processor agreement is in place, and the personal user data is stored by the processor within the EU area. The personal data will neither be read nor analyzed by Microsoft Ireland as it is encrypted, and its use is compliant with GDPR. The data privacy policy of Microsoft is available at <https://privacy.microsoft.com/de-de/privacystatement>, and you can find further information on Office 365 at [www.trustcenter.office365.de](http://www.trustcenter.office365.de).

Please note that:

- The student will be identified and rated by the personal data provided in Teams.
- The content in Teams will be the property of the school.
- By giving consent, the parent/guardian/student hereby release the school, SES, and SES INC., as well as their agents, employees, officials, representatives, and contractors from any and all responsibility or liability for any damage resulting from any contractual use of Teams to the extent allowed under German law.

### **Data Privacy and Protection**

The school will securely store the personal data collected from Teams for the period the student is enrolled in the school and dispose of it one year after the student's departure (Term).

The legal basis for the processing of the Personal Data is having the consent of the student's parent/guardian or of the student (him/herself) if the student is above 18 years of age, according to Art. 6 (1) a GDPR and shall also apply to the processing of special categories of personal data according to Art. 9 GDPR.

The parent/guardian/student hereby confirm that this consent is given on a voluntary basis and includes information that sensitive data may be derived from the use of Teams.

By signing this form, the parent/guardian/student certifies that he/she has read and agreed to all its terms and conditions.

### **Parent/ Guardian/Student Rights**

The parent/ guardian/student (in case the student is above the age of 18) has the right to:

- Request an update of the Personal Data held by the school, SES, and SES Inc. or, if the parent/guardian/student believes that the data may be inaccurate or incomplete, a correction of that data.
- Request the deletion of student's Personal Data stored or a restriction on the way the collected data is processed, if this is not precluded by legal obligations.
- Revoke the consent to the processing of the student's Personal Data at any time, free of charge without giving reasons.
- Obtain a copy of the student's personal information in a structured, common, and machine-readable format and to transmit it to another party.
- Object to the processing of the Student's personal data.

### **Contact Details**

For any questions or requests related to this consent form or the way the collected information will be used, please contact us at:

ISF International School Frankfurt Rhein-Main  
Straße zur Internationalen Schule 33  
65931 Frankfurt am Main  
E-Mail: [registrar@isf-sabis.net](mailto:registrar@isf-sabis.net)

For any question relating to data protection, please E-mail us at:

[data-protection@sabis.net](mailto:data-protection@sabis.net)

### **Data Protection Supervisory Authority:**

Der Hessische Beauftragte für Datenschutz und Informationsfreiheit  
Postfach 3163  
65021 Wiesbaden

<https://datenschutz.hessen.de/>

**Signatures:**

Parent (or Legal Guardian) Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (if 18 years of age or older): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_