

DEREGISTRATION



Deutsche Schule Nairobi
German School Nairobi

German School Nairobi is committed to protecting your privacy and recognises your rights in relation to the handling of personal information.

To better understand how we collect, use, and safeguard your information, please review our privacy policy, which can be found at the back of this form. A more detailed version of this policy is available on the School's Website.

Name: _____

I herewith wish to deregister my child

_____ (Name of the child), DOB. : _____

Class: _____ as per _____ (Date) from *German School Nairobi*.

My child will be visiting the following school:

(Name and location of school - if possible full address)

These of my other children will remain at *German School Nairobi*:

1. _____ Cl.: _____

2. _____ Cl.: _____

My **future address** will be:

My **future Email address** will be:

My **future mobile number** will be:

Nairobi, _____ (Date)

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Signature(s) of legal guardian(s)

The following departments must confirm by signature that they have been informed of the deregistration and that all items that are property of the school were returned as well as that the school, kindergarten, bus and cafeteria fees have been paid fully.

It is the responsibility of the parents to collect all the necessary signatures. Only when this form is fully completed presented the school can issue certificates or refund deposits.

I took the exit note. The school property has been returned, all fees are paid fully:

1. Class teacher

2. Secretary

3. Gate pass returned to the reception

Yes
No

4. IT Office

5. Library

6. Accountant

7. Head of Administration

Please share your bank details where in case of any refunds, the DSN shall transfer the amount:

Name of account owner:

IBAN

Name of the Bank

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Survey regarding the reasons for deregistration

Dear Parents,

We are constantly striving to enhance our performance. We therefore ask you to fill out the following form stating the reasons for the deregistration of your child(ren).

- I / we are moving to another country / leaving Nairobi.
- I / we can no longer support the amount for school fees.
- I / we are not happy with the profile / quality of the education.
- I / we have found a better school / kindergarten for my child(ren)
(please state which aspects are considered as *being better* at the new institution)

Other reasons:

But of course we would also like to know what you particularly liked at the German School Nairobi:

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Thank you for your assistance!

PRIVACY POLICY

At German School Nairobi, we value the privacy and protection of your personal information. This privacy policy outlines how we collect, use, store, and protect the information provided by individuals during the de-registration process. Please read this policy carefully before submitting any personal data.

1. Information Collection

We collect personal information from you solely for the purpose of processing your de-registration request. The information we collect may include but is not limited to: Full name of the student, Date of birth, student identification number, parent/guardian contact details (name, address, phone number, email), reason for de-registration, clearances with various departments, new school details, future address and any additional information voluntarily provided by parents/guardians.

2. Use of Information

The information collected will be used solely for processing and verifying the de-registration request, maintaining accurate records in compliance with legal and regulatory requirements, communication regarding the de-registration process, addressing any inquiries or concerns related to the de-registration and Statistical and analytical purposes to improve our educational services.

3. Information Sharing

We do not sell, rent, or lease your personal information to any third parties. However, we may share the collected information in the following circumstances:

- With authorised personnel within the school who require access to the information to carry out their duties related to the de-registration process.
- With regulatory or legal authorities if required by applicable laws or to comply with a legal process.

- With a new educational institution, upon request, for the purpose of facilitating the transfer of academic records.

4. Data Security

We take appropriate technical and organisational measures to ensure the security and confidentiality of your personal information. We implement safeguards to protect against unauthorised access, alteration, disclosure, or destruction of the data you provide.

5. Retention of Information

We will retain the personal information provided during the de-registration process for as long as necessary to fulfil the purposes outlined in this policy or as required by applicable laws and regulations.

6. Your Rights

As a parent, guardian as a student, you have the right to access, correct, update, or delete personal information. You can also request the restriction of such information, object to its processing, and exercise your right to data portability. To exercise any of these rights, please contact our data protection officer at dpo@germanschool.co.ke

7. Changes to the Privacy Policy

We reserve the right to update or modify this privacy policy at any time. We will notify you of any changes in an appropriate manner. It is your responsibility to periodically review this policy for any updates, as it may change without prior notice.