

## Processing of personal data

*Information for participants or students within adult education for operations that are part of AcadeMedia.*

Various digital services are used within AcadeMedia's operations. They are used for, for example, administration, queue management, assessments, course and lesson planning, but also as direct support in the educational work. As an element in this, we collect and store personal data about you. Examples of such personal data are name, personal identity number and contact information. We also register other types of personal data in our system, for example, pedagogical plans, attendance, assessments and grades.

It is important for both you and us that we process your personal data securely and responsibly. Within AcadeMedia we have produced guidelines for how we process personal data and how we work with digital services. The below text provides concise information about your rights and our work. Comprehensive and detailed information about how we process your personal data can be found at [trygg.academedias.se](http://trygg.academedias.se).

### **Our responsibility and your rights**

Our processing and storage of personal data takes place according to the General Data Protection Regulation, which applies as law in all EU countries from 25 May 2018. We process personal data within our adult education operations so that we can perform legally required tasks. In certain cases we ask for your consent to process your personal data, this applies primarily before publication in social media or in certain cases for marketing. You can always withdraw consent. If that is the case, contact your data protection officer, contact details for him or her are to be found at the bottom of this document.

Your rights are naturally very important for us. You are entitled to request a register entry for the personal data we process about you, contact your data protection officer with a written and signed application. You can also object to personal data processing, under certain conditions request that your personal data is moved (data portability) and/or request correction, restriction or deletion of your personal data via your data protection officer. We try to always respond and assist you in relation to these matters, but you are also entitled to contact the Data Inspection Board with complaints if you consider that your personal data is being processed incorrectly.

During your time as student/participant with us, it might be the case that we change our processing of personal data, there is therefore an up-to-date version of this information available at all times at [trygg.academedias.se](http://trygg.academedias.se). If there is a significant difference you will be personally informed.

Data controller for your educational programme and input is the company that is education coordinator. If you are unsure, contact your education coordinator or AcadeMedia at [info@academedias.se](mailto:info@academedias.se).

### **We protect your integrity**

Your integrity must be protected at all times, at the same time as we are keen to offer educational programmes and input that are as effective as possible. We will consequently share certain personal data about you with those who need to know the information in order to perform their work within our organisation. It can concern, for example, information about allergies or decisions regarding adaptations to the teaching.

The persons in the operation who normally come into contact with your personal data, provided that it is required, are relevant teachers, principal, system suppliers, food suppliers and the school's IT, accounts and administration departments.



We are continuously improving our procedures and guidelines to protect our system against hacking, unintentional loss or destruction. We always process sensitive personal data according to existing laws and regulations and with a high level of security.

## **Cloud services**

Among other things, we utilise digital services called cloud services. Using cloud services gives us several benefits, including

- expanded opportunities for cooperation
- simple to share material, both within the educational programme and with the external world
- access to the services independently of place and time

Cloud services mean that information is stored at external suppliers and is available for the user online. Examples of cloud services that we use are Google Suite for Education and Microsoft Office 365. The information still belongs to AcadeMedia's operations and we control who can access it. In order to guarantee that personal information is not distributed, we have signed an agreement with each supplier.

## **What happens when you finish your education?**

If you want to retain your material after you complete your education, you must transfer it over to a private account or your own storage location yourself. We do not keep your personal data for longer than is necessary. Your user account is normally inactivated in connection with you finishing your education, and data is deleted or made anonymous some time after this. This also applies to material that is stored by our suppliers (including cloud services). However, there is information that we are obliged by law to keep for a longer period, for example, certain administrative information, for example grades or invoice data. This is filed and stored after the educational programme is finished. Detailed information is available at [trygg.academedia.se](https://trygg.academedia.se) on how long your personal data is saved.

## **Would you like to know more?**

If you have any questions concerning our processing of your data, you are welcome to contact your educational coordinator in the first instance. You can also contact your data protection officer. The e-mail address for your data protection officer can be found at <https://trygg.academedia.se/kontakt/>.

If you feel that the response to your questions is unsatisfactory, you can always contact AcadeMedia at [info@academedia.se](mailto:info@academedia.se) and we will assist you.

*The above is a translation from a Swedish text dated 1 June 2018.*

