

Processing of personal data

Information for pupils or guardians at an upper secondary school that is 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 systems, for example, pedagogical plans, attendance, assessments and grades, as well as information about health within the framework of the schools' student health service.

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 www.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. Processing of personal data within our school operations is permitted as it enables us to 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 request correction 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 at school 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. If there is a significant difference you will be personally informed.

Data controller is the principal (the school company) to which your school belongs. If you are unsure, contact your school or AcadeMedia at 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 school activities that are as effective as possible. We will consequently share certain personal data about you with those who need the information within our organisation. It can concern, for example, information about allergies or decisions regarding adaptations to the teaching.

Our schools' medical and psychological work within the student health service is separated from the educational operation and regulated by legislation including the Health and Medical Service Act. This means that other personnel at the school do not have access to the information and the personal data that is processed within this operation.

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 schools 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 schooling?

If you want to retain your material after your schooling, 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 leaving the school, 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 you have completed your education. This also applies to personal data that is part of the student health service's medical and psychological work, this is saved for at least ten years in accordance with current laws. Detailed information is available at trygg.academedias.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 school in the first instance. You can also contact your data protection officer at dataskydd.gymnasiet@academedias.se.

If you feel that the response to your questions is unsatisfactory, you can always contact AcadeMedia at info@academedias.se and we will assist you.

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

