

Processing of personal data

Information for guardians who have children attending one of AcadeMedia's preschools

Various digital services are used within AcadeMedia's operations. They are used for, for example, administration and queue management, but also as direct support in the educational work. As an element in this, we collect and store personal data about you and your child. 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 documentation of the child's abilities.

It is important for us, but also for you and your child, 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 those of your child, as well as about our work. Comprehensive and detailed information about how we process your personal data and that of your child can be found at trygg.academedia.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 preschool operations is permitted as it enables us to perform legally required tasks. In certain cases we ask for your consent to process your child's 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 and those of your child are naturally very important for us. You are entitled to request a register entry for the personal data we process about you or your child, 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 your personal data or that of your child is being processed incorrectly.

During your child's time at preschool 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.academedia.se. If there is a significant difference you will be personally informed.

Data controller for your preschool is Pyslingen Förskolor and Skolor AB or Vittraskolorna AB.

We protect your integrity

Your integrity and that of your child must be protected at all times, at the same time as we are keen to offer preschool activities that are as effective as possible. We will consequently share certain personal data concerning your child with those who need the information within our organisation. It can concern, for example, information about allergies or decisions regarding special educational needs.

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
- 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 preschools 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 your child finishes with us?

We do not keep your personal data or that of your child for longer than is necessary. Your user account for Schoolsoft is inactivated in connection with your children finishing, and data is deleted or made anonymous some time after this. However, there is information that we are obliged by law to keep for a longer period, for example, certain administrative information, for example invoice data. It is filed and stored after your child has finished. Detailed information is available at trygg.academedias.se on how long your child's and your personal data is saved.

Would you like to know more?

If you have any questions concerning our processing of your child's or your data, you are welcome to contact your preschool in the first instance. You can also contact your data protection officer at dataskydd.forskolan@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.

