



## **How we process your own or your child's personal data**

This is an information document for you as a parent or pupil about how we work in our activities with personal data such as name, image, film and sound.

### **Our processing of personal data**

We process personal data about children, pupils and guardians in accordance with the General Data Protection Regulation (GDPR) and other legislation relating to data protection. By "processing" we mean that we, for example, collect and store personal data. We only process the personal data that we need and we take necessary action to protect access to the personal data.

### **Pedagogical documentation**

As part of our undertaking, we document the learning and development of children and pupils. In order that we can comply with the Swedish Schools Act, we process your child's/children's personal data when we, for example, set grades, record attendance and absence, contact guardians and document the learning and development of children and pupils by means of image, film and sound.

### **Informing about our activities**

We publish images and films on our website and social media in order to inform about our activities. These images and films sometimes depict children and pupils. We use these images and films with care and always with consideration of your own or your child's privacy.

### **Consent for publication of images and film when we market ourselves**

When we want to use an image or film of you or your child for marketing purposes, we ask for consent for this on a special form. If images and films of you or your child appear in places where you do not wish to be involved, please contact us.

You can find more information about how we process personal data at <https://helsingborg.se/om-webbplatsen/sa-har-behandlar-vi-dina-personuppgifter>