Guidelines

for creating an Authorisation for the Processing of Students' Personal Data Form

01 INFORMATION FOR FAMILIES

- **Purpose and lawfulness of processing**
E.g.: for educational purposes, to promote the centre's activities...
- **Data subject rights**
E.g.: right of access, rectification, information on how to exercise them
- **Other important information:**

📍 **Contact** of the person responsible for data protection

📍 **Data recipients**

📍 **Conservation period** for the data

02 EXPRESS CONSENT FOR PURPOSES OTHER THAN EDUCATIONAL PURPOSES

When it is necessary to process personal data for purposes other than educational purposes (publications on the website, blogs, social media, etc.), **express consent** must be obtained from the student or their parents.
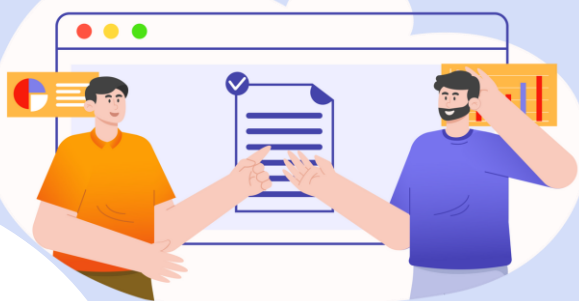
03 CARE OF SHARED CONTENT

- **Avoid** sharing **unvalidated** or inappropriate content
- **Use** **validated platforms** such as eTwinning or tools provided by the educational authority
- **Reject** tools that **do not provide information** on data processing

04 USE OF EXTERNAL TOOLS

- **Authorisation from the educational administration:**
If external tools not provided by eTwinning or the educational authority are used which **require processing of** personal **data, authorisation must be requested.**
- **Video platforms:**
If images of minors are uploaded to video platforms, the school must inform families of this.

05 ADDITIONAL TIPS

- Ensure that the platforms and tools you use are **aligned with** data protection **regulations.**

- Maintain **constant communication with families** about the use and processing of students' personal data

More information: AEPD GUIDE (https://bit.ly/40p2sFz)