

How your personal data is processed by the Education Administration

In order to fulfil our mandate, we need to process and store your personal data. These consist mainly of the name, national registration number and contact information of the custodial parent or guardian, and of the child or student, respectively, which we obtain from you as the custodial parent and the Population Register. Educational activities also include documenting the progress and development of the child or student. In addition to text, this documentation may be done by pictures and/or audio and video recordings. However, we never process more personal data than what is necessary for our activities.

We always apply the personal data protection laws in effect when we process your personal data. The legal bases for our processing of your data are legal duty and exercise of public authority. Your personal data will be stored as long as they are relevant to our activities. After this, some of the data will be removed, while other data will be saved, all depending on the document management plan. In addition, we are obligated to keep on file certain information, as mandated by law or municipal ordinances and regulations.

Normally, the Education Administration does not share personal data with others. However, in order to supply children and students with digital educational materials, for example certain information must be submitted to our suppliers. We may also share your personal data with others, provided we are obligated to do so by law.

You are entitled to information as to when and how your personal data will be processed. In certain cases, you are also entitled to have your information corrected, deleted or restricted. In addition, you are entitled to request information as to which personal data concerning you we process. This will be provided in the form of what we call a register abstract.

The data controller for the processing of your data is the Education Administration. In order to exercise your rights, such as requesting a register abstract, you may call the Växjö Municipality contact centre at 0470-410 00.

Växjö Municipality also has a data protection officer whom you can contact by calling 0470-410 00 or by sending an email to dataskyddsbud@vaxjo.se.

If you are dissatisfied with the way we handle your personal data, you may file a complaint with the Swedish Data Protection Agency. You can find contact information on the website of the Data Protection Agency, www.datainspektionen.se.

The Data Protection agency can also provide you with additional information about the EU General Data Protection Regulation and your rights, for example.