



SANKT IGNATIOS
FOLKHÖGSKOLA

Information to Students about the Protection of Data, SchoolSoft and GDPR

SchoolSoft

You are receiving this information because you are a student at a folkhögskola that uses SchoolSoft for its administration of student information and therefore your personal information is processed in SchoolSoft. The purpose of this is administrative. This usage is allowed under Swedish law on the grounds that the information is collected in the pursuit of an activity of benefit to society.

SchoolSoft processes personal data that is necessary for the Folkhögskola to operate lawfully as an organization where information about a student's achievement and development forms the basis for their assessment and qualifications.

The Folkhögskola has the right and obligation to process and store personal data for as long as it is needed for the school's purposes. The Folkhögskola is responsible for the processing of your personal data, no matter where and in what form they are processed.

Sankt Ignatios has signed an agreement with SchoolSoft, which provides the administrative services, regulating how your personal data is processed in their system to ensure the security of your personal data and your privacy. SchoolSoft's systems are located in Sweden, which means that they meet the EU's requirements for the processing of personal data belonging to EU citizens.

Storage of personal data

Your name, personal number and study results are saved for 50 years. Other personal data will be deleted no later than 7 years after leaving the school.

Access to your personal information

The following physical or legal persons, public authorities or other bodies may share your personal information: Statistics Sweden, CSN, the National Education Council, the Employment Service, your local county/state and your municipality.

Categories of personal data being processed

Except for the personal data you have provided or registered in SchoolSoft, no personal data is held unless you have given your consent.

This is what the Data Protection Regulations mean for you

The data protection regulations are designed to protect your personal data and your privacy. In short, the data protection regulations require that there should be an acceptable purpose and legal basis for the processing of your personal data, that no more personal data than necessary is collected, that it is not stored longer than necessary, that it is protected from unauthorized access, that the information is correct, that there are procedures in place for handling incidents involving breaches of security around personal data, and that technical and organizational security measures are taken to protect personal data.

You have a number of rights under the data protection regulations:

The right of access

As someone registered with the school, you have the right at any time to find out what personal information your school possesses and how it is stored. This information is provided without charge. However, in the event of manifest abuse of this right, an administrative charge may be imposed or the request may be denied. To access your personal information see contact details below.

The right to correction of personal data

You have the right to request a correction of the data if your personal data is incorrect.

The right to restriction

You have the right to request restriction of access to your personal information. The right of restriction applies in cases where you consider your personal data to be incorrect, the processing is illegal, the personal data is no longer needed for the purposes or you question the legal basis for the processing. To request restriction of access, see contact details below.

The right to object

You have the right to object to the processing of your personal data. To object to processing, see contact details below.

The right to lodge a complaint with a overseeing authority

You have the right to complain about the processing of your personal data if you consider that the handling of your data was in violation of the data protection regulations. The supervisory authority in Sweden that handles these complaints is the Privacy Protection Authority (Integritetsskyddsmyndigheten).

For questions or comments regarding the processing of your personal data, contact the relevant department manager, or:

Hulya Genc, Administrator at Sankt Ignatios Folkhögskola
(hulya.genc@sanktignatios.org)

The Data Protection Officer **Pierre Aziz Nehme** (Director of Studies at Sankt Ignatios Folkhögskola)
(pierre.aziz.nehme@sanktignatios.org)

Sankt Ignatios Foundation's policy for the processing of personal data

Personal data is sensitive and may be misused if it gets into the wrong hands or is used improperly. GDPR has been created to protect the privacy of the individual and to ensure that their personal data is managed in a secure manner and in a way over which they themselves have control. This policy ensures that the Sankt Ignatios Foundation's handling of personal data complies with the directives of the GDPR and regulates how this processing takes place.

The Sankt Ignatios Foundation stores and handles personal data about its staff and students.

Legal basis

Staff data is collected and recorded in connection with employment, on the legal basis that it fulfils the agreed employment contract, as well as the legal obligations imposed on the Foundation as an employer vis-à-vis the employee and the authorities. Essential data is stored for ten years after the definitive termination of employment, while other data is deleted immediately or no later than one year after the termination of employment.

Information on persons applying for a post from the Foundation shall be stored securely and only disseminated to those directly involved in the process. When the current post is filled, the information on the applicant will be deleted.

Students' personal data is collected and recorded in connection with the application and admission to one of the school's programs/courses. Only the data relevant to complete the school's work and responsibilities concerning reporting are processed. The purpose is school administration.

The Foundation records information about the student's progress in order to fulfil its aim of providing a suitable and legally correct educational establishment since a student's certificates and assessments are based in its information.

Students' personal data is stored for ten years after the end of the studies. Certificates and assessments are saved, in accordance with the regulations of the statutory governing body for the folkhögskola for sixty years.

Staff and students' personal data are also processed in some online teaching platforms, (see below). In this case only the information necessary for the current course is used and only for the duration of that program/course. All information in these systems is removed no later than one year after completion of the course. All users of these online systems must give their written consent for data to be used in this way.

System

Visma Lön - staff

Schoolsoft - staff and participants

These are GDPR-secured and agreements exist that regulate the responsibility between the Foundation Sankt Ignatios as data controller and the provider of the systems as data processors.

In addition, the following systems are used in teaching:

Google Education

Moodle

Canvas

These systems are GDPR-secured and agreements exist that regulate the responsibility between the Sankt Ignatios Foundation as data controller and the providers of the systems as data processors.

In the case of procurement of new IT systems, they shall be made on this basis and personal assistance agreements shall be drawn up before they are put into service.

Organization

The Deputy Dean is responsible for the Foundation's handling of personal data. He is responsible for the central handling of personal data in the Foundation's office. Only members of the office staff have access to the data.

Education managers (Academic Deans) are responsible for data registration within each program or course. They only deal with data on staff and students within their program.

Course coordinators are responsible for handling personal data within their course. They only handle information about staff and students within their course.

Request for access, rectification and restriction or deletion

The Office handles any request for access, rectification, restriction or deletion of information in the school's system. Such a request should be made in writing and will be dealt with expeditiously.

Personal data incidents

Personal data breaches shall be dealt in the first instance by the Dean and in serious cases by the Executive Committee of the Foundation. The incident will be investigated promptly, and the necessary measures taken as soon as possible to prevent personal data from finding its way into the wrong hands.

2018-05-24

Michael Hjältn, Dean and Principal