

## **Background**

In the program in which your child participates, we document activities, such as play and pedagogical activities, through (among other media) photography and film. The documentation, production and publication of digital material is a natural part of learning activities for pedagogues and pupils, and creates preconditions for more in-depth learning. Program personnel also aim to describe their work, as well as to reflect the positive and joyous aspects of program activity—among other means, by presenting activities on Umeå municipality’s learning platforms, web sites, digital presentations, and occasionally also on social media.

The municipality of Umeå uses a number of services with agreements, which regulate how personal information can be managed and processed. The agreements are exercised in consonance with the municipality’s security requirements, and pertain to (for example) Unikum, Google Workspace and Tempus. In those cases where pictures, films or sound recordings in Umeå municipality’s social media channels are used without an agreement, for example on Facebook and LinkedIn, this can mean that personal information is processed in a country outside of the EU/EES. This means that the recipient country may not have attained the appropriate level of protection for individuals’ integrity, and that you/the child/the pupil cannot exercise rights in accordance with the General Data Protection Regulation. If such publication takes place, this is regulated by Umeå municipality’s guidelines and routines for publication of images, films and sound, available at [www.umea.se](http://www.umea.se).

## **What is consent?**

In most cases, the guardian’s permission or consent is not needed to process personal information such as images, film and sound recordings produced within a pre-school’s or school’s own activity. In these cases, programs implicated are supported by the legal grounds of “necessary public interest” in order to process personal information.

If personal information is processed within the municipality’s digital activities system and cooperative spaces, where other persons than involved personnel and the child’s guardian can access the information, we need the permission of the guardian. This means consent, which then becomes the legal grounds for the processing of personal information which takes place.

## **Why is consent needed?**

We want you to feel secure about how we manage what we publish, and that publication takes place in consonance with the core values which the preschools’ and schools’ curricula rest upon. Images, films and sound recordings from which your child can be identified count as personal information, and their use is regulated by (among other regulations) the General Data Protection Regulation (GDPR).

We need guardian consent so that the educational boards and programs within the municipality of Umeå can process images, films and sound recordings, as well as names, which enable identification of your child and where other persons than involved personnel and the child’s guardian can access the material.

## **For how long is consent valid?**

Consent is valid until further notice, or until it has been revoked by you.

## **How do I revoke or change consent?**

You have the right to revoke or change your consent at any time. You can do so in the following way:

1. You can notify the program where your child is involved that you are changing your response on consent to digital publication.
2. Fill in a new form and deliver it to the pre-school or school.

The right to process personal information remains until revocation of consent. This means that the municipality has the right to use what has been published during the period when we have your consent.

### **Giving consent**

Consent is constituted by two parts, with each part requiring its own consent—see the next page. It is possible to say yes to one part and no to another. The form is then signed, and is thereafter to be delivered to the preschool or school.

When joint custody is exercised by parents, both guardians must give their consent regarding each part thereof for consent to be valid.

## Form – Consent on images, film and sound recording – education and child care, Umeå municipality

Consent applies to the following child:

Child's name: \_\_\_\_\_

Class/group: \_\_\_\_\_

Pre-school/School: \_\_\_\_\_

### **Consent on municipal services requiring logging in:**

**I consent to my child's inclusion in activity-related material with his/her name, image, filming and sound in services which the municipality has an agreement with, for example Unikum.**

In Umeå municipality, there are agreements for services, which regulate what suppliers must and are able to do with childrens'/pupils' personal information. However, there are certain parts of digital services for activities which are accessible to all guardians, for example in a class or group, and we need your consent to inclusion there.

*Guardian 1:* (one guardian replies here)

Yes       No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Guardian 2:* (any second guardian replies here)

Yes       No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Consent on services accessible to the public:**

**I consent to my child's inclusion in activity-related material with his/her name, image, filming and sound on open web sites which the municipality itself uses and maintains in operation. This pertains to, for example, school webs and pre-school webs.**

Within Umeå's municipal educational programs, we sometimes publish material on our informational sites, umea.se and edu.umea.se. The municipality is responsible for management and for what is published on these informational sites, but we need your consent since open web pages are involved where logging in does not regulate access.

*Guardian 1:* (one guardian replies here)

Yes       No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Guardian 2:* (any second guardian replies here)

Yes       No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_