



## Google Workspace for Education Accounts Summary to Parents and Carers

This summary describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following offered by Google

- Homework
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- YouTube
- Google Maps
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

Pupils will also use their email address to sign up and access third party applications that have been approved by their teachers to use. Pupils will not use all the above at all schools.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

Below are answers to some common questions:

### **What personal information does Google collect?**

When creating a pupil account, Aylsham Learning Federation may provide Google with certain personal information about the pupil, including, for example, a name, school email address, and password. Google may also collect personal information directly from pupils, such as a profile photo added to the Google Workspace for Education account.

When a pupil uses Google core and additional services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the services, which includes things like viewing and interacting with content, people with whom the pupil communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about the pupil's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of pupil's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about the pupil's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when the pupil provides feedback, asks questions, or seeks technical support

### **How does Google use this information?**

In Google Workspace for Education Core and additional Services, Google uses pupil personal information primarily to provide the services that schools and pupils use, but it's also used to maintain and improve the services; make recommendations to optimise the use of the services; provide and improve other services requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

### **Can a pupil share information with others using the Google Workspace for Education account?**

Aylsham Learning Federation allows pupils to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. **THIS ACCESS IS ALWAYS AGE APPROPRIATE FOR THE YEAR GROUP.** For example, if a pupil shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your pupil removes it from their Google Account.

When users share information publicly, it may become accessible through search engines, including Google Search.

### **Will Google disclose a pupil's personal information?**

Google will not share personal information with companies, organisations and individuals outside of Google except in the following cases:

With Aylsham Learning Federation: The federation will have access to pupil information. For example, they may be able to:

- View account information, activity and statistics;
- Change pupil's account password;
- Suspend or terminate a pupil's account access;
- Access pupil's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict pupil's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with their [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will delete your child's Google Workspace for Education account and Google will not collect or use your child's information as described in this notice. This will have a significant impact on what your child will be able to access in school.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting the school. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.