

## **EUI CHILDCARE SERVICES CONSENT & AUTHORISATION FORMS**

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## INFORMATION SHEET ON THE USE OF GOOGLE CLASSROOM & RELATED CONSENT FORM

### Information sheet on Google Classroom:

The present information sheet is intended as supplemental to the *Privacy statement regarding the EUI childcare services enrolment and management*, which is provided to parents through the application process as well as made available for consultation on the [EUI Data Protection Registry](#).

### **1. What is Google Classroom used for and on what legal basis?**

Google Classroom is exclusively used as a tool for managing communication with the EUI childcare services' parent community. More specifically, the platform will be used for:

- internal communication with the parent community;
- managing meetings and information sessions;
- sharing photos and other audiovisual material of the activities carried out with the children.

All communications are general and addressed to the entire parent community, never to individual families.

Please be aware that Google Classroom will be operated by Abbaino as the company entrusted with the execution of the service contract, therefore acting as sub-processor specifically authorised by the EUI. The sub-processor will create your Classroom account solely upon obtaining your specific and explicit consent as parents. Furthermore, your specific and explicit consent will be required for authorising the sub-processor to share photos and other audiovisual material via the Classroom application.

### **2. How is your account created?**

- Each parent receives a personal account created by Abbaino through the official domain; The account will be created by assigning an identification code to each student.
- Login credentials are sent by email to the contact address provided by the parent.
- Upon first login, parents are required to change the password of the account to ensure its security.
- Accounts are managed as “student accounts” for the sole technical purposes of the platform.

### **3. Rules for the use of the Classroom application**

- The account can only be used to access Classroom and for communications to and from Abbaino.
- Parents' accounts shall be treated as strictly personal; therefore, the password must be carefully kept and never shared with third parties. Parents will be informed that they are

prohibited from sharing their credentials or content published in Classroom with third parties.

- All content made available through Google Classroom (e.g., photos, communications, materials) is intended solely for use within the application. Under no circumstances shall the content be shared or published on social networks or external channels, nor distributed outside the intended platform.
- Neither the Data Controller nor its processor and sub-processor can in any way be held responsible for the publication, dissemination, or misuse of the aforementioned content by third parties, including parents themselves.
- Parents undertake not to share their login credentials with unauthorised persons, nor to disseminate, reproduce, or publish the materials received through Classroom. Otherwise, the parents shall indemnify and hold harmless both the Data Controller and the Data Processor and Sub-processor from any liability, damage, cost, penalty, or claim arising from the improper or unlawful use of the content by third parties.

#### **4. Modalities for the processing of photos and other audiovisual materials**

With specific consent, audiovisual material may be displayed at the childcare facility and also shared with parents via the Classroom app. It will be used only within the childcare service's premises and shared only with parents/holders of parental responsibility.

Any audiovisual material will be taken up by teachers via telephones and, upon consent, will be published via the dedicated Classroom Application in the appropriate section. Depending on the materials, these will be published either on the homepage and will therefore be visible to all chat participants or (for example, as in the case of diaries) they will be intended exclusively for parents.

#### **5. Account and personal data deletion**

- Parents' accounts will be deactivated and deleted within 30 days after the end of the school year. Photos and other audiovisual materials will be deleted from the Classroom application periodically: mid-year and after the end of the year.
- Before deletion, parents will receive a notification inviting them to download any materials of interest.
- Once deleted, the account will no longer be recoverable.

#### **6. Who can I contact if I have further questions, and where can I find more information?**

Parents can contact their nursery representative if they have any difficulties accessing the system or require clarification. For more information about how Google Classroom collects, uses, and discloses personal information to provide us with its services, please refer to How Classroom protects your privacy & keeps you in control (at <https://support.google.com/edu/classroom/answer/10467843?hl=en>), the Google Privacy Policy (at <https://policies.google.com/privacy>), and information on Google's compliance with international legal obligations regarding data protection – Cloud Data Processing Addendum (at <https://cloud.google.com/terms/data-processing-addendum/>).

Expression of consent:

CHILD CONCERNED:

SURNAME: .....

FORENAME: .....

We/I, the undersigned, ..... (*full name*), ..... (*EUI affiliation/external*), and ..... (*full name*), ..... (*EUI affiliation/external*), in our/my capacity as parents/holder of parental responsibility of the child concerned:

☐ give☐ DO NOT give

Our/my informed consent for the purpose of authorising the EUI's sub-processor (L'Abbaino Società Cooperativa Sociale) to create/maintain on my behalf an account on Classroom application for the purposes of sending school-related communications and information on meetings and information sessions.

☐ give☐ DO NOT give

Our/my informed consent for the purpose of authorising the EUI's sub-processor (L'Abbaino Società Cooperativa Sociale) to take photos and record videos of my child during school-related activities carried out throughout the year and to share my child's images and recordings through such application, exclusively for educational purposes, as outlined in the above information sheet. Audiovisual material may be also displayed at the childcare facility.

By giving my consent, I declare that I am aware of the following:

- any audio-visual material will be processed for purely educational purposes (project activities), in compliance with the EUI's Data Protection Policy (i.e. [President's Decision No 10 of 18 February 2019](#) and any subsequent amendments);
- the personal data will be processed, on behalf of the EUI, by L'Abbaino Società Cooperativa Sociale, being the company entrusted with the service execution by virtue of the concession contract for *the management of nursery services and occasional*

*recreational childcare services at the European University Institute* and authorised by the EUI through a specific Data Processing Agreement;

the personal data will be processed in accordance with the modalities outlined in the above information sheet, which I declare I have read and understood;

- I have the right to withdraw my consent to allow the teachers to take and share my child's audio-visual material, at any time and without any justification, by contacting the Director of the EUI's Real Estate and Facilities (REF) Service – acting as data controller – at [DataControllerREFS@EUI.eu](mailto:DataControllerREFS@EUI.eu), Cc [Creche@eui.eu](mailto:Creche@eui.eu). Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn;
- Any failure to comply with the rules for the use of the application will result in the account suspension.

Date: .....

Signature: .....

Signature:.....

**AUTHORISATION FOR OUTDOOR ACTIVITIES**

CHILD CONCERNED:

SURNAME: .....

FORENAME: .....

I, the undersigned ..... (*full name*), ..... (*EUI affiliation/external*), in my capacity as parent/holder of parental responsibility of the child concerned:

☐ authorise☐ DO NOT authorise

my child to take part in outdoor walks or day trips accompanied by L'Abbaino Società Cooperativa Sociale's teachers during the stay at the crèche.

Date: .....

Signature: .....

**THIRD PARTY'S AUTHORISATION FOR SCHOOL PICK-UP**

CHILD/CHILDREN CONCERNED:

SURNAME: .....

FORENAME: .....

We/I, the undersigned ..... (*parents/guardian full name*), as parents/holder of parental responsibility of the child/children concerned,

**hereby authorise**

1. .... (*full name*), ID n. ...., date of birth XX/XX/XXXX\*
2. .... (*full name*), ID n. ...., date of birth XX/XX/XXXX

to pick-up my child/children from the EUI crèche/garderie at the end of the activities or in the event of a justified early dismissal; Therefore, assuming full responsibility arising from this authorisation and releasing the EUI and L'Abbaino Società Cooperativa Sociale from any liability.

This authorisation is valid for the whole school year./for the following dates: .....

Copies of the authorised persons' IDs are attached hereto for the use of the EUI and L'Abbaino Società Cooperativa Sociale.

Date .....

Parents/guardian's authorisation signature

.....  
.....

**\*N.B.** It is hereby stated that, in accordance with applicable laws, the pick-up cannot be delegated to any person under the age of 18.