

Google Workspace for Education Notice to Parents and Guardians

This notice 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, pupils may access and use the following “Core Services” offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail – only used to email within the school network
- Google Chat - only used to email within the school network
- Google Chrome Sync
- Google Meet - only used to email within the school network
- Google Vault
- Groups for Business – N/A
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

Further, we allow pupils to access additional third-party services with their Google Workspace for Education accounts with supervision. Our school administrator enables access to these third-party services with your child’s Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services.

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 You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a pupil account, Bradley Barton Primary School may provide Google with certain personal information about the pupil, including, for example, a name, email address, and password.

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

- account information, which includes things like name and school email address.
- activity while using the core services, which includes things like viewing and interacting with content.
- settings, apps, browsers & devices. Google collects information about your child'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 your 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 your child's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications such as when your child seeks technical support

How does Google use this information?

In Google Workspace for Education Core Services, Google uses pupil personal information primarily to provide the core services that schools and pupils use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your pupil 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.

Does Google use pupil personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Will Google disclose my child's personal information?

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

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your pupil's information. For example, they may be able to:

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

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

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 our [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 not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

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 emailing Leanne Douglas on office@bradleybarton.com. 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.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact Leanne Douglas, Senior Administrator

. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html) (at https://workspace.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](https://cloud.google.com/terms/cloud-privacy-notice) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).