



# Great Gaddesden C of E (VA) Primary School

Headteacher: Mrs S.M.Wickens

Great Gaddesden C of E Primary School  
Church Meadow  
Great Gaddesden  
Herts  
HP1 3BT

Friday, 5<sup>th</sup> June, 2020

Email: [admin@greatgaddesden.herts.sch.uk](mailto:admin@greatgaddesden.herts.sch.uk)

Website: [www.greatgaddesden.herts.sch.uk](http://www.greatgaddesden.herts.sch.uk)

Tel: 01442 255734

Dear Parents,

At Great Gaddesden Primary School, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child.

G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom and more, used by tens of millions of students and teachers around the world.

At Great Gaddesden Primary School, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 (primary) schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully and let us know of any questions that you would like answering.

When you feel you have had sufficient information, please sign below to indicate that you've read the notice and give your consent.

If you choose not to give your consent, we will not create a G Suite for Education account for your child.

Great Gaddesden Primary School would like to utilise the services of G Suite for Education to enhance teaching and learning experiences of children across the school. The tools which will be utilised will improve digital literacy, digital safety and computational thinking. All these skills prepare the children for their next step in education and beyond.

Please indicate whether you give consent for Great Gaddesden Primary School to create an account for your child by completing the consent form here:

[https://forms.office.com/Pages/ResponsePage.aspx?id=koTUdu3yQEWVY0BW8PFvXtK9AADkw\\_BEiPFWg\\_m58J2BUQ0U0SEhUNTVXNDYzNU5WNk0yMlIdMV1NVNyQlQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=koTUdu3yQEWVY0BW8PFvXtK9AADkw_BEiPFWg_m58J2BUQ0U0SEhUNTVXNDYzNU5WNk0yMlIdMV1NVNyQlQCN0PWcu)



*Treat others exactly as you wish to be treated'. Luke 6: 31*



Thank you,

Mr Young  
Senior Teacher

## G Suite 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 students in connection with these accounts. Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Jamboard
- Keep
- Sites
- Vault

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice.

You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.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 student account, Great Gaddesden Primary School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

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

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.



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## How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

## Does Google use student personal information for users in K-12 (primary) schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

## Can my child share information with others using the G Suite for Education account?

We allow students to access Google services such as Google Docs and Sites. Students cannot share or received information with other non-school accounts.

## Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Great Gaddesden Primary School. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

## 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 G Suite 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 G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting Mr Young via [admin@greatgaddesden.herts.sch.uk](mailto:admin@greatgaddesden.herts.sch.uk).



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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 limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite 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 G Suite for Education accounts or the choices available to you, please contact Mr Young (via [admin@greatgaddesden.herts.sch.uk](mailto:admin@greatgaddesden.herts.sch.uk)).

If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the following:-

- [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>),
- [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)),
- [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html))



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