



...Safe Browsing!



Everyone has the right to data protection:

THAT MEANS YOU TOO

What constitutes personal data?

YOUR NAME AND SURNAME.

YOUR PHOTOGRAPH.

A MOBILE PHONE VIDEO RECORDING.

YOUR RECORDED VOICE WHEN YOU CALL THE MOBILE PHONE COMPANY.

When you sign up for an internet game, if you join in a chat, when you post your photo on a website, when you register for hiring games and videos, "YOU HAVE TO GIVE YOUR PERSONAL DATA "

YOUR DATA ARE IMPORTANT!!!!!!

They say *who you are*

They say *where you live*

They say *what you like to do*

They say *who your parents are*

They say *what you might buy, eat or wear*

There are people who want your data and you have to learn when you should give this information and when you shouldn't. Without giving your data you couldn't go to school, get on your school bus, borrow books from a lending library or join a sports club to play your favourite sport.

Thanks to your data you can study, buy things or have fun. But you also need to be careful; some people want to take advantage use of your data. You can catch them out when they don't say why they want them, don't ask your parents for permission and don't say who they are: **NEVER GIVE THESE PEOPLE YOUR DATA**



I **Be careful on the Internet: not everyone is what or who they say they are!!**

II

If they ask for personal data, read the information they are obliged to give you. They should explain to you what information they want, who they are and what they are going to use it for. They should tell you how you can find out what data they have, how to change it and erase it. **if they don't tell you all this, don't give them your data "**

III

if they don't ask for your permission, if they don't tell you what the data is to be used for when seeking it or if you don't understand what they say: never give them your details. If you are under 14 and they don't ask for your parents for permission for collecting your data, don't trust them and don't give them your data.

IV

Never give your data to unknown persons

Don't tell them your name and surname, don't tell them where you live, your Messenger nickname or mobile telephone number. On the Internet, swap information only with school or neighbourhood friends, with people you know and trust and who are known to your parents.

V

Your nicknames and passwords are secret. Give them only to your parents. If you are asked for them, never give them. If you use messaging services or private chats like Messenger, Google Talk or Yahoo Messenger, share them only with your friends. Never invite strangers on!

When you sign up, create nicknames that do not identify you: *Never use your real name.*

VI

Don't open a blog or personal page without your parents' knowledge. There you can post your photos, videos and hobbies. An internet page says who you are. Use only those that force you to invite your friends and those which only your friends can enter. You wouldn't want any Tom, Dick or Harry to know who you are, what you like and where you live, would you?



VII

If you already have a blog or a personal page, respect your friends and colleagues. *Never give their names or addresses.* Never publish photos of anyone who hasn't previously given their permission and their parents' permission.

VIII

Before using an internet service try to find out the threshold age for using it. On the Internet and in real life you should only use, read or play in places that are appropriate for your age. Adults sites may be very dangerous.

IX

Don't download programmes you don't know, don't open messages from unknown persons. They might be trying to install spyware on your PC, TO use your computer for committing an offence or steal your personal data. Learn to use the antivirus. If your computer is used by the whole family and someone manages to install spyware in it, you could jeopardise information such as your parents' credit card number or your nicknames and passwords.

X

Always trust your parents, ask them if you have any doubts; tell them where you're browsing and what data you are being asked for. Show them the programme you wish to install, ask their opinion if a strange email arrives. Never give your details without your parents knowing. *They are concerned about you and will always help you.*

GUIDELINES

1 *In School*

Schools and out-of-school activities often involve processing of minors' data in many different ways. The school itself, the PTA and the school bus service are all bound to comply with the Spanish Data Protection Act (LOPD for its Spanish acronym). A particularly close eye has to be kept on out-of-school activities run by third parties. These must respect the fundamental right to protection of personal data. For example, taking photos of children for subsequent use in accommodation, sporting activities, etc. should be done with the knowledge and consent of parents or the child itself if over fourteen. This is especially important in Internet, where precautions have to be particularly strict and it is not advisable to post photos allowing children to be identified, for example, by situating the child in the context of a given school and/or activity.

2 *Surf the Internet with the child*

Children are particularly vulnerable on the internet. Websites, forums or chat rooms can easily draw them in with spurious offers. Minors should be accompanied during their Internet surfing, helping them to distinguish the risks, making sure they do not log onto untrustworthy sites or swap personal data or photographs with strangers. An adult should read the website's privacy policy, checking whether the contents and user profiles are suitable, making sure the areas visited are protected and also checking the processing policies for the minor's data. We should withhold our own data as well as our children's from any site that does not provide sufficient information or seek our consent if data of under fourteens is involved.

3 *Their Security*

In the world of internet there are environments and services that might not be secure for a child. We should be particularly cautious in areas like forums, chat rooms or social networks. Children must be made aware of the risks of such areas, and their capacity of using them will depend on their maturity. Help them to understand the risks and choose accordingly.

Children are especially attracted to online games and this is a context in which it is very easy to capture the data. Check out their preferences and games. Advise them not to give their data without your supervision. Help them to register properly.

4 *Respect them*

Minors should only be allowed to log onto personalised websites with limited or restricted user accounts. Special browsing software can be used to filter out unsuitable pages and offer reports on sites visited.

Nonetheless, children are also entitled to a private life within the family environment. Monitoring of their computer, the use of video surveillance or mobile-phone-based geolocation are all extreme solutions. They should be used only as a last resorts and assessing whether the measures are proportional to the purpose and the age of the child.

5 *Educate them*

In the information society, it is essential to become familiar with the risks and benefits associated to the Internet. Minors must be informed and instructed in the perils of Internet use, warning them not to swap information or photos with strangers without knowing what they might be used for. They should also be taught not to open attached files in emails and to avoid downloading files or programmes. Minors should be taught how to use the Internet in a suitable manner and, if necessary, we should be willing to learn with them while always keeping their best interest in mind.



1

Consent

If the child is under 14 their data cannot be processed without the consent of mothers, fathers or legal guardians. Children over 14 will be entitled to give their own consent. When our consent is requested for any activity of a minor over 14, it should also be requested for processing the child's data.

2

Family data cannot be processed

People collecting data from minors are not entitled to ask for details on their family environment, except for contacting parents to seek their authorisation if need be. They may ask for basic data for contacting the family, the school, the sporting or educational society, etc. It is forbidden to use the minor for obtaining unnecessary data on the rest of the family, such as income, leisure preferences, etc.

3

Duty to inform the children

People processing the data of minors must inform them of this in such a way as may be intelligible to them. We should make sure that they are informed of the identity of the processor, the purpose and uses for which which the data is requested, whether this data will be communicated or transferred to third parties and whether or not it is obligatory to provide the data. The processors must also furnish an address for exercising the rights of access, rectification, erasure and objection.

4

Our authorisation is needed

The data of our children under 14 cannot be processed without first asking for our consent. To do so, data processors must present us with a written document or any other medium through which they seek our consent for the intended purpose. They must also request documents that vouch for our status as parent or legal guardian.

We should also be aware of the fact that this consent we have freely given for our children's data to be processed can just as freely be withdrawn afterwards.

5

Use of the data must be proportional

Data can be processed only for the purpose it was collected. Furthermore, no more data than that which is strictly necessary for this purpose in view may be requested. People processing the data of our children are required to keep this information safe and ensure it is up to date. They may not use this information for any other purpose and must guarantee the security and secrecy. They will also cancel the data when it is no longer necessary.

Parents

Everyone has the right to data protection. This right consists of our capacity of controlling the use made of our data by any organisation. A personal datum is information that identifies us or can make us identifiable, such as our name, tax identification number, a photograph or voice recording.

To guarantee the right to data protection, whoever wishes to use our data has to inform us of the fact and, where applicable, ask our permission. All these issues are regulated by the Spanish Data Protection Act (*Ley Orgánica de Protección de Datos Personales*). These rules do not apply to our private or family life; they therefore do not include our telephone agendas, photo and video albums.

Our children also have the right to data protection and we should be aware of the rules that allow us to protect them. When they are over 14 we have to be capable of recognising their personality rights.

Minors are particularly vulnerable to unscrupulous use of their personal information. Their details are important not only in the field of education and healthcare. Nowadays, in the information society, the personal data of our children can be used for commercial purposes, in the leisure field and, above all, in the internet.

Here we can find information and recommendations to help us protect their data



AGENCIA
ESPAÑOLA DE
PROTECCIÓN
DE DATOS

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Rights OF CHILDREN
and
Duties OF PARENTS

Guidelines

