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## Manage Data Permissions and Sub-processors in the Partner Portal

Ulf Kronsell - 2026-06-16 - [Data management](#)

## Manage Data Permissions and Sub-processors in the Partner Portal

As a partner to Skolon, you have a responsibility to keep information about your tools updated. This applies to both what personal data your services collect and which sub-processors you use.

Why is this important?

When your customers (schools and school providers) buy licenses and use your tools via Skolon, they must have full control over how their data is handled. By keeping your profile updated with correct information, the customer can see this directly in their interface.

Every time you make a change or add a new sub-processor, an automatic email and a notification are sent out to the affected customers. They then have the opportunity to review and approve the new data management. Having a correct and transparent data view is therefore crucial for customers to continue using your services safely and in accordance with GDPR.

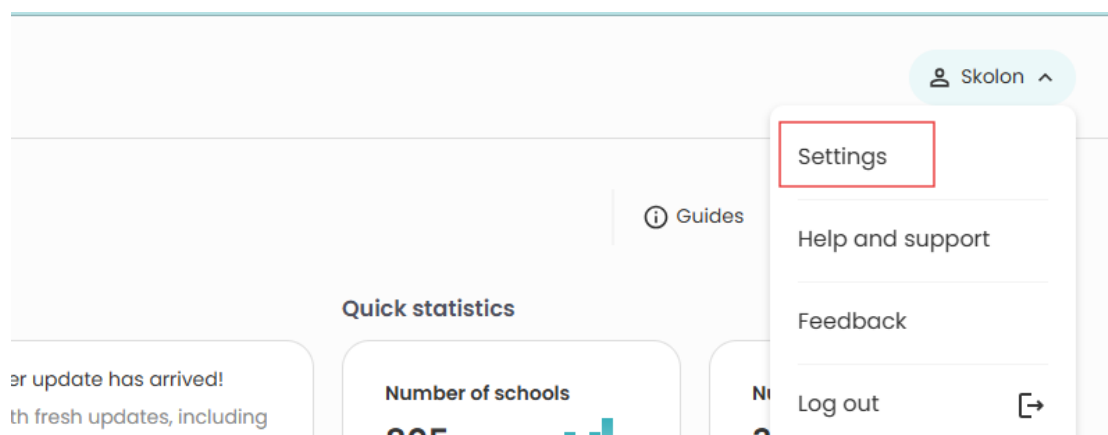
### How to Do It - Step by Step

To update your settings, log in to Skolon's partner portal and follow the steps below.

#### Step 1: Go to Settings

Click on your profile name in the top right corner.

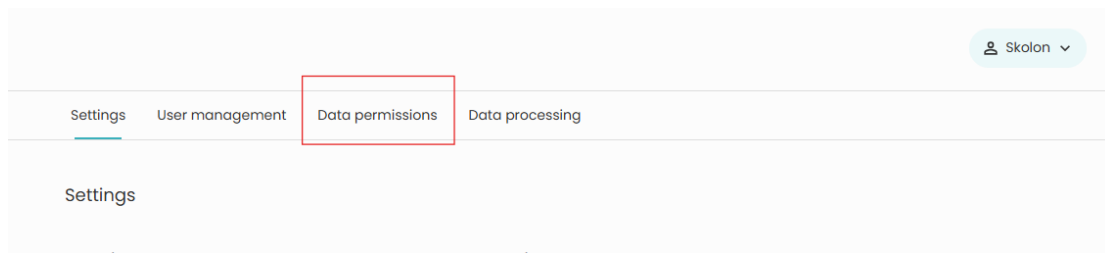
Select **Settings** from the dropdown menu.



#### Step 2: Manage Data Permissions

Here you specify what type of user data your tools need to collect and process.

Click on the **Data Permissions** tab in the top menu.

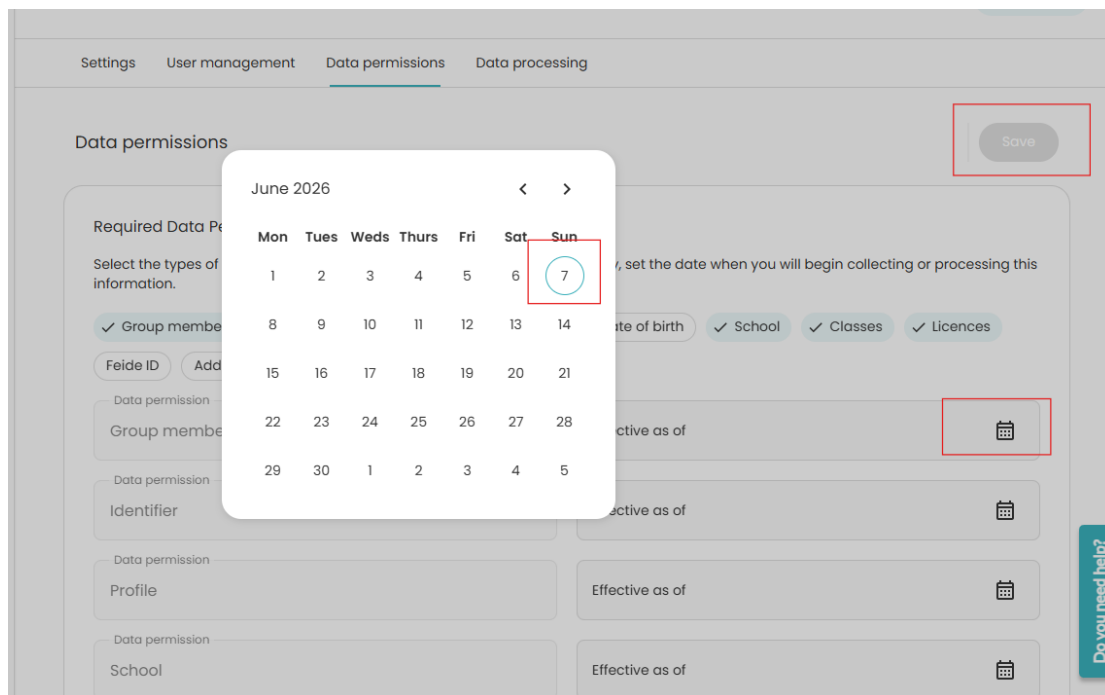


Check the categories of personal data that your tools require (e.g., Group members, Profile, Date of birth etc.).

Enter a start date in the **Effective as of** field for each selected data type.

Example: If you currently fetch certain information, but also plan to start fetching Profile in the future, check it and enter the date the change takes effect.

Click on **Save** at the top right.



### Step 3: Manage Data Processing and Sub-processors

Here you specify where your data is hosted and add any sub-processors.

Click on the **Data Processing** tab.

Select the option at the top of the page that corresponds to your business:

- Hosted within the EU (No sub-processors are used): If all data is stored within the EU and you do not use any sub-processors.
- Hosted outside the EU (No sub-processors are used): If the data is stored outside the EU and you do not use any sub-processors.
- Sub-processors are used: If you use sub-processors to provide your services.

Settings User management Data permissions **Data processing**

Data processing + New sub-processor

☒ Hosted within the EU  
No sub-processors are used

☐ Hosted outside the EU  
No sub-processors are used

☒ Sub-processors are used  
Requires listing your sub-processors

If you choose either of the first two options (no sub-processors), you only specify Processing location and where your Company headquarters are located in the dropdowns and click **Save**.

#### Step 4: Add and Update Sub-processors

If you have chosen the option that sub-processors are used, each unique sub-processor must be registered:

Click on the **+ New sub-processor** button.

Settings User management Data permissions **Data processing**

Data processing + New sub-processor

☒ Hosted within the EU  
No sub-processors are used

☐ Hosted outside the EU  
No sub-processors are used

☒ Sub-processors are used  
Requires listing your sub-processors

Fill in the following information in the form:

- **Company name:** The sub-processor's company name (e.g., Google Cloud Platform).
- **Processing location:** The country where the sub-processor handles the data.
- **Company headquarters:** The country where the sub-processor's headquarters are registered.
- **Purpose of processing:** The purpose of the processing (e.g., cloud storage, customer support, payment processing).
- **Effective as of:** The date from which this sub-processor starts handling customer data.
- **Data categories:** Check exactly which types of personal data this specific sub-processor has access to.  
**Profile** includes name, e-mail address, user name, language, user type (student/teacher), user's ID in Skolon.  
**Identifier** is user's ID in Skolon.

Click **Save**.

Repeat the process for all sub-processors you use. If you need to make changes later to an existing sub-processor, just click on the arrow next to the sub-processor's name in the list, update the information, and save.

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Company name

e.g., Google Cloud Platform, Amazon Web Services

Q Processing location

Q Company headquarters

Purpose of processing

e.g., Cloud data hosting, payment processing, customer support

Effective as of

Specify when this sub-processor will start handling customer data.

Data categories

Select the types of personal data this sub-processor will access or process.

Group members

App collection

Identifier

Profile

Date of birth

School

Classes

Licences

Feide ID

Address

Personal ID

Cancel

Save