



# Holross Systems Student Privacy Information

Information Technology Directorate

## Introduction

Student privacy is important to Holross Systems. This privacy statement explains what personal data our products collect on behalf of the school through engagement by staff and students, and how that data is used.

## What data is collected?

Data is collected from three main sources. The main source is derived from staff use of the locally hosted web application (named IRIS) which is a student management system. This data can be broadly classified as attendance, welfare, and academic. The second source is timetable data uploaded by the school leadership team. This data contains information such as teachers, students, class lists and timetables. The third source of data is family and medical data, which is a limited subset of data downloaded from the LMBR system.

## How is the data used?

This data is presented in a coherent easy-to-use web application - IRIS, that is accessed by school staff and students. Staff

use the data in a variety of ways to manage student attendance, welfare/wellbeing and academic performance. Students use it to obtain current timetable information, daily attendance records, some welfare details and school reports that relate to them.

## Is the data secure?

Data is secured using modern best practises that follow DET data security policies. Staff and student access is granted to the data via the IRIS web application which uses authentication provided and controlled by DET Active Directory system. Users must have an account in the security system with the appropriate permissions to access the IRIS application to sign in. Multiple layers of security are built into the IRIS application controlling what information staff and students gain access to.

Direct access to the database system and the software is also controlled by the above DET Active Directory system. Access is only granted to staff with appropriate security clearance.

## When is the data deleted?

The IRIS system is designed as an historical record keeping system, meaning that data is not deleted, except in the context of the operation of the web application. At the end of the life of the contract (with the school), the data is handed to the school leadership team (usually to the Principal) in electronic form. (The final format is determined by arrangement with school.) The application is removed from the server and Holross Systems intellectual property removed from any data repositories remaining at the school.

## Where is the data?

The data resides in a Microsoft SQL Server database protected by DET Active Directory security on a Microsoft Windows Server located at the school. Database backups are only kept by the school.

Holross Systems does not keep or maintain any data off site for the school, nor does it keep any copies of backups of the database.

*Note: Physical access to the server is controlled by school as it is the property of the school.*

## Holross Systems Privacy Information

Further information on how Holross Systems handles and uses personal information may be accessed at:

- <http://holross.com.au/privacy>

Complaints regarding Holross Systems' management of this service should be directed to Holross Systems or the Office of the Australian Information Commissioner

## NSW Privacy Information

- <https://education.nsw.gov.au/about-us/rights-and-accountability/privacy>
- <https://www.ipc.nsw.gov.au/>

Complaints regarding management of this service can be made through the Department's compliant handling process.

- <https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>