



# The ImproMation Group Student Privacy Information

Information Technology Directorate

## Introduction

ImproMation software provides teachers with access to a wide range of programs for collecting, storing, analysing and sharing (with parents / caregivers and other teachers) information on students. This flyer provides information on the data collected during teachers' use of ImproMation programs and our commitment to managing that data.

## What data is collected?

Use of ImproMation programs includes storing student information for the purposes of viewing and analysing data collected by the school. This information may include the student's name, date of birth, photograph, NSW DoE SRN and other information the school wishes to collect for a student, such as assessment results. Users control the information that is entered and stored in ImproMation programs. This may include text, images, photographs and multimedia.

In addition, in the course of using ImproMation programs, some information such as logs about user access may be generated.

## How is the data used?

ImproMation programs are designed to save teachers' time in the collection and management of student information. With this in mind there are two methods in which we use the data:

1. Storage for progression – all information entered for a student is progressed from year to year as the student moves from class to class and year to year.
2. Collation, Aggregation and Calculation - by user selection some information may undergo one or more of these processes to render the data into more useful data sets for analysis by teachers.

ImproMation does not use information to track users' online activities or build profiles for behaviour analysis or other commercial purposes. ImproMation does not use student information in any way other than for purposes directed by the school.

## Is the data secure?

ImproMation is committed to protecting the privacy and security of all of their users, including students. ImproMation has strong security systems in place to keep information secure, including an encrypted HTTPS connection.

Information is stored in a secured Data Centre located in Sydney, NSW with access restricted to authorised personnel and Layered Information Security Controls.

ImproMation uses subcontractors to perform a variety of support services. Examples of these include, physical data and/or hardware maintenance, technical support and facilities services.

## When is the data deleted?

ImproMation maintains a two month rolling backup of all data. When a school ceases to use a program they are provided with a data export of all their data and informed that all data will be deleted in two months.

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## ImproMation Privacy Information

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

- <https://www.impromation.com/wp-content/uploads/2017/12/ImproMation-Group-Privacy-Policy.pdf>
- <https://www.impromation.com/wp-content/uploads/2017/12/ImproMation-Terms-Conditions.pdf>

Complaints regarding ImproMation's management of this service should be directed to ImproMation 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>