

# Camperdown College Online Services Assessment: **COMPASS**

## General Information

- a) *What is the online service called?* Compass
- b) *What does the online service provide?* There are many ways you can use Compass. These include, but are not limited to, communication, notification, payment, content submission, content generation and registration.
- c) *Who is the service provider?* JDLF International Pty Ltd
- d) *Who will administer the technology at the school?* The school's Information Technology technician will administer the technology at school.
- e) *How will the school be using the online service?* The school will use Compass to provide information to parents about their own student's attendance, timetable, progress and school events including camps and excursions; and to enable parents to provide information and approvals to the school (for example with regards to absences, camps and excursions).
- f) *Where can information about the online service be found?* <https://camperdowncoll.vic.jdlf.com.au/login.aspx> and <http://compass.edu.au/policy/> (Compass website policy)

## Use and Disclosure by School

- g) *What information of individuals will the school use and disclose to the service provider?* For the purposes of registration, the following information will be disclosed to the service provider: student and parent full name, address and email address; parent mobile phone number, student schedule, student assessment records, student medical information. (Medical information is recorded and published in Compass to assist in preventing and/or lessening a serious and imminent threat to life and/or the health of an individual.)
- h) *How will the school use the information of individuals?* The school will use the student's and parent's name and contact details to generate individual accounts to support communication within the school and between school and home.
- i) *Where will the service provider store the information disclosed to it?* The service provider will store your information on secure servers and has provided the following information:  
*While we make every effort to ensure personal information is kept within state and country boundaries we do run servers internationally. As such your personal information may be transferred to our servers in our international secure facilities. Our international server farms are evaluated before any data is transferred or backed up. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. We cannot give any absolute assurance that the information you provide to us will be secure at all times. You accordingly do so at your own risk and we (including our clients) will not be held responsible for events arising from unauthorised access to your personal information.*
- j) *What school policies will apply to the use of the online service?* The school's Acceptable Use of ICT agreement which is reproduced in the student planner will apply to the use of Compass.

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| k) <i>Will the school be able to access and retrieve all content, including messages or other communications from the online service?</i>           | The school has the capacity to access and retrieve all content, including messages or other communications from the online service.   |
| l) <i>Is there an alternate method of access to information, notifications, communications and transactions enabled through the online service?</i> | To cater for parents and carers who do not have access to or consent to the use of the online service; and students and parents whose use of the online service is affected by the accessibility restrictions of the online services (eg visual impairment) the school will continue to supply information through alternative methods. |

**Collection by Service Provider**

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| m) <i>How will the service provider use information of individuals that is collected from the school?</i> | The service provider will use information collected from the school to create a unique login identification for parents. The service provider does not share your personal information with companies, organisations, government departments and individuals outside of JDLF International (“Third Parties”) unless one of the following circumstances applies: |
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**With your consent**

**With school contacts**

**Medical information in the event of incident management, response or mitigation**

The service provider or school may provide medical information from our system to assist in the event of an emergency or medical incident, to mitigate the risks associated with a known medical incident (e.g. flagging serious medical conditions to relevant staff prior to an event). These details may be provided to medical, paramedic and hospital professionals along with any other people or organisations that may be considered to be in a position to assist with addressing or reducing any risks. Our priority with the release of any medical information will at all times be the wellbeing of the user.

**Where third parties are provided access by the client (the school)**

**For legal reasons**

**External processing**

The service provider provides personal information to affiliates or other trusted businesses or persons which may include related and partner entities, as considered appropriate. Information is not shared with organisations that do not have a comparable commitment to managing the privacy of personal information. Information may also be transferred to partners or engaged entities for the provision of certain functions (such as SMS messaging, credit card verification and bank interaction).

Non-personally identifiable information may be publically shared with the service provider’s partners. This includes, but is not limited to, user statistics, web browser trends and patterns.

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| n) <i>What information of individuals will the service provider collect in the course of the use of the online service?</i> | <p>The service provider will collect information in three ways:</p> <ul style="list-style-type: none"> <li>- Information you provide such as your mobile number, email address, credit card number and bank details (if you choose to provide them).</li> <li>- Information provided under licence arrangements for the provision of services</li> <li>- Access information (This includes details such as your IP address/es and cookies; device information such as your hardware model, operating system, geographical positioning information and UID; details of how you used the service and</li> </ul> |
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your activity; experience information, including errors, device crashes, system activity, hardware settings, browser type, browser language, the date and time of access.)

*o) How will the service provider use information collected in the course of an individual's use of the online service?*

The service provider will use and disclose personal information only for the primary purpose for which it was received or collected and will take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

The service provider will use the data they collect to develop, provide, maintain and improve their service as well as to develop new products and services. Additionally they may use this data to protect users and clients and tailor relevant content to you.

The service provider has documented policies on management of personal information and terms and conditions of use on the website at [www.jdlf.com.au/policy](http://www.jdlf.com.au/policy)

## **Copyright**

*p) What content or works will individuals share in the course of their use of the online service?*

When Compass is fully implemented at Camperdown College, students may create and upload work that contains information about them or their family, including:

- school projects and assessment materials
- written work, such as assignments, essays or poetry
- art work or photographs; video or digital story
- comments and insights on information
- podcasts and other streaming outputs
- email content

*p) Who will be able to see the content or work?*

Camperdown College teachers see content relating to all of their students. Parents will only see content relating to their own student/s.

*q) Whilst students own copyright in the works they produce, who will have rights to reproduce and/or use the works?*

No third party will have the right to reproduce and/or use the work without the consent of the student who produced the work.

*r) If the school wants to use and reproduce the works of students, what types of work, how and where will it be used or reproduced?*

The school may from time to time share and celebrate exemplary student work on the school website, newsletter and promotional materials.

*May 20<sup>th</sup> 2016*