

Privacy Information Statement – Passtab

What is a Privacy Information Statement?

When a digital service or application is utilised as part of the teaching and learning curriculum, we require your consent to allow collection, use and disclosure of your child's personal information including when data is transferred and held in cloud-based storage offshore, outside Australia. The following Privacy Information Statement provides information about the application to allow informed consent to be provided.

What is Passtab?

Passtab is an electronic visitor management system that controls the sign in and sign out of visitors in Schools and Northern Territory Department of Education Corporate buildings.

What data is collected?

Passtab will collect at the very minimum the first name, last name, and email address. Additional data includes times of arrival and departure, phone number, identification documentation, image, electronic signatures and certificates /accreditations for staff or visitors. Medical information may be collected for students if their condition is one that could require emergency assistance when onsite.

Personal information is directly entered into the Passtab system by the student, parent/carer, staff, or visitor via the app on entry into the School or Northern Territory Department of Education Facility.

How is the data used?

The data is used for recording visitor registration and may be used by emergency management teams in the case of an emergency; in compliance with Work Health and Safety Management Practices of the Work Health and Safety, National Uniform Legislation, Act 2011. No data is transferred out of Australia, and the information recorded is not shared with third parties unless Passtab are legally compelled to do so.

Is the data secure?

The data is held on Australian servers that implement Information Communication Technology protections including encrypting data

when it is in transit. Northern Territory Department of Education Administrator accounts can only access data using Multifactor Authentication and may backup the data onto secure Northern Territory Department of Education Servers.

The Northern Territory Department of Education and Passtab handle all personal information in accordance with the *Northern Territory Information Act, 2002* and the *Privacy Act, 1988*.

When is the data deleted?

Data is held for 60 days then deleted. Information Communication Technology Administrators may backup data in Work Health and Safety incidents and in emergency situations. Backup records will be disposed of in accordance with the Northern Territory Government Records Retention and Disposal Schedules.

Where is the data?

Australia.

Further Information

<https://passtab.com/privacy-policy>

Education privacy information:
[Department of Education Privacy Policy](#)

For further information on the *Northern Territory Information Act* and *Information Privacy Principles*:

[Home | The Office of the Information Commissioner Northern Territory](#)

Feedback regarding the Department of Education's management of this service can be made through your school or the [Make a complaint about a school | NT.GOV.AU](#)