

Privacy Information Statement – Compass

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 Compass?

Compass is a web-based service used by schools to streamline day-to-day management and operational functions. Depending on the needs of the school they can utilise modules within Compass such as recording attendance and roll marking, timetable scheduling, event process management, curriculum material, response management and semester reporting.

What data is collected?

The personal and sensitive data being collected includes Name, Date of Birth, Gender, Indigenous Status, email, Mobile Number, Student Number, Unique Pupil Number, Address, Contact parent's details, students school photo, record of attendance, behaviour data, class timetable, medical information, plans and event consents.

This data is collected via the school enrolment form, the department's Student Administration Management System, school educators, parents and students' testing and assessment data.

How is the data used?

Compass has indicated that it does not collect or use personal information and data for any other purpose than to provide the services to the department. They will only disclose data at the direction of the department, or if required by law.

Ownership of the data remains with the department. Individuals have the right to access and apply for correction of their personal information. If you wish to make an application please contact your school to apply.

Is the data secure?

Compass holds industry recognised security accreditation and encrypts all data in transit. The company staff have all undergone pre-employment criminal history checks and hold Working with Children Clearances.

Any remote access to Compass by School Administrators is via multifactor authentication and password controls.

Compass have been reviewed by Northern Territory Government Information Communication Technology Security and an Operational deed exists between the department and Compass.

When is the data deleted?

Personal information is deleted at the request of the department or at the expiry of the contract of service with the department.

Where is the data?

All data is stored in the Compass data centre based in Melbourne, Australia.

Further Information

<https://sites.google.com/compass.education/policies/privacy>

<https://policies.compass.education/>

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

For further information on the *NT 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](#)