

# Privacy Information Statement – Accessit Library

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## 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 Accessit Library?

Accessit Library provides schools with a library management software. It allows users to search for catalogued library resources, access online digital content, manage subscriptions, and explore archives. Users can reserve items, write book reviews, and generate citations from their searches. Additionally, the software includes communication tools for sending reminders about overdue loans and distributing library notices.

## What data is collected?

Accessit Library requires school-based administration staff to create a staff and student account registration by entering their name and email address to issue a Unique identifier to Borrower ID. Accessit Library may also collect further information that is at the user's discretion to input, for example, class, year level, role, phone number, age.

## How is the data used?

Information collected from staff and students is used to provide the primary service. Accessit Library uses data shared by users to provide and customise the service to the needs of the user. The service does not share user data with third parties in any circumstances other than the use and disclose rules listed in the Information Privacy Principles.

## Is the data secure?

Accessit Library complies with [Safer Technologies 4 Schools](#)<sup>1</sup> 2023 assessment Framework.

## Who has access to the data?

Accessit Library has role-based access to users (e.g., staff or students) to restrict access to and visibility of information to a need-to-know basis. The service also has the functionality to maintain privacy of users' profiles by setting to 'private' or only visible to other known users.

## When is the data deleted?

Upon termination of the service, a copy of the data is extracted and securely sent to NT Government. The data is then purged from production and backup servers. All data deletion is conducted 30 days of contract expiry or termination. Users may request Accessit to delete their account by emailing: [techofficer@accessitsoftware.com](mailto:techofficer@accessitsoftware.com).

## Where is the data?

Production data hosted in Melbourne, Australia (Equinix ME1) data centre. Backup data stored in the Azure Australia Southeast region.

## Further Information

[Accessit Library website](#)<sup>2</sup>

[Accessit Library Privacy Policy](#)<sup>3</sup>

[Department of Education and Training privacy information and management](#)<sup>4</sup>

[Northern Territory Information Act and Information Privacy Principles](#)<sup>5</sup>

Feedback regarding the Department of Education and Training's management of this service can be made through your school or the [Education and learning complaints website](#).<sup>6</sup>

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<sup>1</sup> <https://st4s.edu.au/verify-a-badge/>

<sup>2</sup> <https://accessitlibrary.com/>

<sup>3</sup> <https://accessitlibrary.com/privacy-policy/>

<sup>4</sup> <https://education.nt.gov.au/policies/conduct>

<sup>5</sup> <https://infocomm.nt.gov.au/>

<sup>6</sup> <https://nt.gov.au/learning/complaints>