Privacy Information Statement – Skool Loop

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 Skool Loop?

Skool Loop is a communication tool designed to help streamline communication, school management and administration activities between school, parents, and students. Includes instant notifications such as parent reminders, announcements and emergency planning, interview booking process and school newsletters. Parents are required to download the Skool Loop application to a smart phone.

What data is collected?

Teacher names, email address, parents' name, email address, phone number are captured for account registration. Student names, date of birth, age, student email address is also captured as part of registration. Student images, videos and works are collected as part of content for school newsletters.

How is the data used?

School administrators create teacher and parent accounts, the data collected for registration is through parents receiving a permission form via email. Schools upload information such as school interviews and newsletters to a dashboard that is accessed by parents once they log onto the application.

Is the data secure?

Skool Loop state they take all reasonable steps to ensure personal information is secure and protected from misuse or unauthorised access. All technology systems are password protected. The school provides parents with a passphrase to enable access to the information uploaded to the application.

Who has access to the data?

School administrators, and class teachers. Parents who have downloaded the application and registered for use of this service. Skool Loop employees must undertake a police clearance check prior to employment.

When is the data deleted?

Schools are responsible to ensure school newsletters and any other required information is captured and maintained in Northern Territory Government department systems on a regular basis. School administrators are responsible for removing, deleting data, and deactivating accounts relating to exiting students and parents. Schools are to contact Skool Loop to request a copy of all data related to the school prior to the account being terminated.

Where is the data?

Data collected through the use of Skool Loop is stored via Amazon Web Services, AWS in New South Wales, Australia, this includes all information stored in backup systems.

Further Information

https://skoolloop.com

https://skoolloop.com/en-au/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

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