

# Privacy Information Statement – Passtab

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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, the school requires 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 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, staff, or visitor via the application on entry into the school or department 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 ICT protections including encrypting data when it is in transit. department Administrator accounts can only access data using Multifactor Authentication and may back up the data onto secure department servers.

The department and Passtab handle all personal information in accordance with the NT *Information Act 2002* and the *Privacy Act 1988*.

## When is the data deleted?

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

## Where is the data?

Passtab data is stored in Australia.

## Further Information

[Passtab website](https://passtab.com/)<sup>1</sup>

[Passtab Privacy Policy](https://passtab.com/privacy-policy/)<sup>2</sup>

[Department of Education privacy information and management](https://education.nt.gov.au/policies/conduct)<sup>3</sup>

[Northern Territory Information Act and Information Privacy Principles](https://infocomm.nt.gov.au/)<sup>4</sup>

Feedback regarding the Department of Education's management of this service can be made through your school or the [Education and learning complaints website](https://nt.gov.au/learning/complaints).<sup>5</sup>

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<sup>3</sup> <https://education.nt.gov.au/policies/conduct>

<sup>4</sup> <https://infocomm.nt.gov.au/>

<sup>5</sup> <https://nt.gov.au/learning/complaints>