

Privacy Information Statement – Timetabling Solutions

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 Timetabling Solutions?

Timetabling Solutions is a desktop software program that assists schools in planning, constructing, and maintaining school timetables that include teacher absences, lesson, and classroom changes. The student option module is used to provide course lists and individual student timetables.

What data is collected?

School name, address and contact details including all individual teachers using Timetabling Solutions. Student's full name, gender, email address, year level, class and/or house details are captured for each student interacting with this application.

How is the data used?

Data is collected on sign-up, and during use of the application. Teachers are able to assign each student with a unique code identifier. Teachers can set up timetables, make changes, such as lesson and teacher changes, and record student absences. Students can access information relating to lesson timetables, changes made to timetables, school excursions.

Is the data secure?

A security assessment has been undertaken, with recommendations provided such as implementing Single Sign On. Timetabling Solutions state they are committed to protecting the security of personal data held in their possession from unauthorised access, modification, or disclosure.

Who has access to the data?

School staff and students will access information for their timetabling needs. Employees of Timetabling Solutions. The company states in their privacy policy that the third-party data hosting providers do not have access or are permitted to access personal data except for the limited purpose of storing the information. Timetabling Solutions state they abide by the Australian Privacy Principles and do not share personal information with any other third parties.

When is the data deleted?

While schools are responsible to keep a copy of all timetables and student information for the expected retention periods, school staff are responsible to delete student personal data once the student is no longer attending the class/school. Timetabling Solutions state data is deleted from their system after the applicable retention periods and/or at the end of a contract.

Where is the data?

Data is hosted outside of the Northern Territory but within Australia by Microsoft Azure, Australian data centres.

Further Information

[Timetabling Solutions website](https://www.timetabling.com.au/)¹

[Timetabling Solutions Privacy](https://www.timetabling.com.au/privacy)²

[Department of Education and Training privacy information and management](https://www.education.nt.gov.au/privacy)³

[Northern Territory Information Act and Information Privacy Principles](https://www.nt.gov.au/privacy)⁴

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](https://www.nt.gov.au/learning/complaints).⁵

¹ <https://www.timetabling.com.au/>

² <https://timetabling.elevio.help/en/articles/171>

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

⁴ <https://infocomm.nt.gov.au/>

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