

**Melville Senior High School**

Governor’s STEM

School of the Year

2019

Australian Education Awards Finalist Best STEM Program 2020

**Section A: NOTIFICATION TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES**

The following third-party services are being used in our school. Please contact the school if you have any queries.

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| --- | --- | --- | --- |
| **Name of Service** | **Type of service** | **What do I need to know** | **Further information**  **Terms of Use / Privacy Policy** |
| **Academy Attendance Management System**  **Academy SMS Parent Alert and General Communication Tools**  Li**n**k to website [https://www.‌academy‌education‌solutions.com.au](https://www.academyeducationsolutions.com.au) | School Management System | **Information provided**:  Student name, student email, date of birth, address, phone number, school, class details, school year, attendance, behaviour, profile or other photos, gender, medical or health, biometric information, grades or performance, parent mobile numbers, email addresses and parent letters.  **How the information is used:**  Enables the school to use simple electronic tools to manage student attendance.  **Where the information is stored:**  Within Australia | Nil policies for software organisation.  Review School and Department policies for data storage, security and use. |
| **Academy Student Behaviour and Wellbeing Module** | School Management System | As above information provided and  **How the information is used:**  Provides an electronic system with simple to use tools for recording positive and negative events throughout the school day. This system enables notes to added on student wellbeing profiles, home visits, parent meetings etc. | Nil policies for software organisation.  Review School and Department policies for data storage, security and use. |
| **Academy Student, Staff and Visitor Management System** | School Management System | As above information provided and  **How the information is used:**  Enables the school to manage who is on school campus at any given time. | Nil policies for software organisation.  Review School and Department policies for data storage, security and use. |
| **Monitor WA**  <https://www.‌monitorwa.com.au/> | SmartRider card management | Student name, date of birth, school, profile or other photos.  **How the information is used:**  SmartRider card ordering with optional canteen payments.  **Where the information is stored:**  Within Australia | N/A |
| **PaperCut: Cloud, NG & MF**  <https://www.‌papercut.com/> | Print Management | **Information provided**:  Student name and school.  **How the information is used:**  Printing management.  **Where the information is stored:**  Within Australia  Outside Australia but certified by Australian Signals Directory | <https://www.papercut.com/‌privacy-policy/>  <https://views.papercut.com/‌terms-of-service/> |
| **Parent teacher Online**  [https://parent‌teacheronline. com.au/](https://parent‌teacheronline.com.au/) | Online Bookings | **Information provided**:  Student name, school, class details, school year, parent email and parent name.  **How the information is used:**  Online parent teacher interview booking platform.  **Where the information is stored:**  Within Australia | [https://parentteacheronline. com.au/terms-conditions/](https://parentteacheronline.com.au/terms-conditions/)  [https://parentteacheronline. com.au/privacy-policy/](https://parentteacheronline.com.au/privacy-policy/) |
| **SmartSuite**  <https://www.‌functionalsolutions.com.au/SmartSuite> | References & Resources | **Information provided**:  Student Username, student name, date of birth, school, class details, school year, profile or other photo and gender.  **How the information is used:**  Library management system  **Where the information is stored:**  Within Australia | <https://www.functional‌solutions.com.au/TsandCs> |
| **Stile**  <https://stileeducation.com/> | References & Resources  Interactive science | **Information provided**:  Student name (optional), student email (optional), school, class details, student work, attendance (optional), grades or performance (optional) and videos (optional).  **How the information is used:**  This service provides science lessons for use in year 7-10 classrooms.  **Where the information is stored:**  Within Australia | <https://stileeducation.com/privacy>  <https://stileeducation.com/security> |
| **Subject Selection Online**  [https://www.‌subjectselection online.com.au/](https://www.‌subjectselectiononline.com.au/) | School Management | **Information provided**:  Student name, student email, school, class details, school year and grades or performance. **How the information is used:**  Students are able to complete subject selection online.  **Where the information is stored:**  Within Australia | <https://www.subjectselection‌online.com.au/privacy-policy/>  <https://www.subjectselection‌online.com.au/terms-and-conditions/> |
| **Timing Solutions (Results HQ for sports carnivals)**  <https://www.timingsolutions.com.au/> | Sports Management | **Information provided**: Staff/teacher: name, email. Student: name, home address, telephone, email, date of birth, gender, other data. Other data: school  **How the information is used**: Sports Management  **Where the information is stored**: Within Australia | Terms of Use / Privacy Policy:  <https://www.timingsolutions.com.au/privacy-policy> |
| **TV4Education**  <https://www.‌functionalsolutions.com.au/TV4Education> | References & Resources | **Information provided**:  Student Username, student name, date of birth, school, class details, school year, profile or other photos and gender.  **How the information is used:**  An education video library.  **Where the information is stored:**  Within Australia | <https://www.functional‌solutions.com.au/TsandCs> |
| **Zoom (Students 16+ only)**    <https://zoom.us/> | Web conferencing | **Information provided**: Staff/teacher: name, email, personal information. Student: name, email, photos or videos, other data. These could fall in other data: school.  **How the information is used:** Web conferencing platform.  **Where the information is stored**: Within Australia | Terms of Use / Privacy Policy  https://zoom.us/terms  https://zoom.us/docs/en-us/schools-privacy-statement.html  https://zoom.us/privacy |

Please Note - the Canteen uses the App ‘My School Connect’ for meal orders. This falls out of the scope of the Policy as the Canteen is a separate business so parents should do their own due diligence before use.