EdSmart – Cloud Paper Group Pty Ltd Student Privacy Information

Information Technology Directorate

Introduction

EdSmart is the market-leading enterprise administration system for educational institutions.

Our innovative School Organisation System (SOS) automates data capture, simplifies communication and modernises and automates processes so educators and stakeholders can ditch the admin and get back to what matters most.

Trusted by 1 million users and 9 countries, EdSmart is redefining and liberating school communities.

What data is collected?

EdSmart holds parent, student and staff contact information; and via its online forms system enables parents, students and staff to submit information to the school.

Any data captured and maintained by EdSmart is solely at the direction and control of the school.

The range of collected data is controlled by the school. In a basic configuration EdSmart maintains only names, email addresses and usually mobile phone numbers, along student groups such as year levels and classes.

How is the data used?

EdSmart is a highly configurable and flexible online digitisation and administration automation platform, with online forms, workflows and notifications and its heart.

The design of the forms, and the data to be captured, is entirely under control of the school.

Common uses including securing parent approval for an excursion; distributing a newsletter; and surveying students.

Is the data secure?

EdSmart is hosted on the highly secure Microsoft Azure cloud platform.

The EdSmart application is designed with a privacy-first approach around the Australian privacy and security guidance legislation.

The application has configurable security and permissions options to ensure appropriate access controls for staff within a school.

The security provisions are regularly reviewed, including through the employment of external experts to test and assess the security provisions.

When is the data deleted?

All data for a school is deleted when a school's subscription expires, or on demand. An archive of the data can be provided to the school prior to deletion.

Where is the data?

All school data is held in Microsoft Azure on the South East node (Melbourne).