

Privacy Impact Assessment (PIA)	
Software	Reading Eggs
School	Little River Primary School

Privacy Action Plan – set-up actions required	
Notification	All parents are notified of the use of Reading Eggs and other online tools on enrolment and through annual school newsletters/announcements for all systems used by the school. The school maintains an up to date list of all applications used in the school, available for parents to access online. The Schools' Privacy Policy is linked on the school webpage. Parents will have the opportunity to raise any concerns with the use of Reading Eggs with the school.
eSafety	As part of the ongoing school curriculum, student and staff will continue to focus on safe behaviours when working online.
Use of unnecessary information	As requested information is not needed, Full DOB, ATSI and LBOTE fields are not used. If requested by parents, students may access the system using an alias.
Images	Students are not able to use photos as avatars
Review of access	The staff member responsible for the application (school admin role) will review user access permission each term and/or when notified of staff/student changes.

Privacy assessment	
Function, Use and purpose:	Education – Curriculum Planning and Activities. This application will be used in conjunction with other school resources and activities to support the literacy program.
Collection of new information and use of existing information	No new personal information is collected. The use of the existing enrolment information for this application is consistent with original collection notice. Parents/Guardians would reasonably expect the school to use the information in this way.
Data location	3P Learning use Microsoft Azure servers (located across many countries) Microsoft privacy policy https://azure.microsoft.com/en-au/overview/trusted-cloud/privacy/
Information disclosed	First name, Family name and school class. There are no existing unique identifiers used
Accounts	School Admin – full access. Used to create and manage accounts Teacher – manage student work (assign and review tasks) Student – access activities allocated by teacher.
Anonymity	Although difficult to implement across the system, there is limited scope for a small number of students to access the system using an alias.
Security	Staff account passwords comply with DET password policy. As part of the schools eSmart program, students are educated on the appropriate measures they should take to ensure their account information is kept safe.
Data control	The school maintains the ability to modify, download and/or delete all school data. School based assessment tasks not returned to students are considered <i>Temporary Records</i> .
Communication	The application does not provide students with any means to communicate directly with each other.
Images	There is no opportunity to use personal images on this website
Access	The application is accessible from any internet enable device. Students will access the application at school and at home.
Privacy policy	http://www.3plearning.com/privacy/#personalinformation

Principal / School Endorsement			
<i>I acknowledge and accept the risks and associated actions (as identified in Set-up Actions) required as outlined in this document.</i>			
Name:	Gavin Nelson	Title:	Principal
Signature:		Date:	10 th September 2020