



# Privacy Policy Document

We understand that interacting with school and personal data online involves a great deal of trust on your part; we take this trust very seriously. This Privacy Policy describes the ways in which App4 Software will collect, use, disclose and keep secure the data you provide to us.

There are two forms of information we collect and hold:

School level information:

- Name, address and contact information.
- Various server settings pertaining to Internet accessibility, active directory ports etc.

Student information:

- IDs, Names, Class enrollments, allergy notes
- Student photos (if provided)
- Parent contact information (if provided)
- Homework and Assignment workflow information
- Appointment events
- Journal text and images
- Communication messages between
  - School / Teachers and Students
  - Teachers and Parents
  - Parents and Teachers

All of this information is either provided by the School (via the data feeds from the School Management System), or is entered into the database by the user (via the Apps or web portals).

We use your information to:

- provide our services to you, including processing your order or application;
- deal with your inquiries, complaints or requests;
- notify you of your identification and log-on information to enable you to access and use our services;
- send you our newsletter, other marketing information and to market our services generally; and
- for internal research, planning, security and testing purposes.

The information is held on secure data servers physically located in Australia.

The information is only used by App4 Software staff, located in Australia, for the sole purpose of providing our business services.

We may also disclose any of your information:

- if required to do so by law;
- to our contractors, whose privacy policies are similar to ours, if necessary to provide our services to you;
- if necessary, to resolve a dispute with or complaint from you; or
- to a purchaser of our business who has a privacy policy similar to this one, should we sell our business.

### **Accessing your information**

You can request access to, and update, the personally identifiable information we have collected about you by contacting us by email or phone.

### **Privacy Statement Changes**

If we change our privacy practices, we will modify this Privacy Policy, and its effective date accordingly, so that you will always know what information we gather, how we might use it, and to whom we may disclose it. We also will notify you of any material change to this Privacy Policy by placing a prominent notice on our website. We encourage you to review this Policy periodically to be informed of how we are protecting your information.

This Privacy Policy is effective as of 24 May 2012.