



Wonde Privacy Policy | Australia

PERSONAL DATA PRIVACY STATEMENT

This statement outlines the Personal Data Privacy Policy for Wonde Pty Ltd (Wonde) and relates to the management of personal information provided to or collected by the system.

Wonde may from time to time review and update this Privacy Policy to take account of new laws and technology, changes to the operations and practices and to make sure it remains appropriate to the changing school environment.

Wonde is committed to protecting the privacy of personal information. This Privacy Policy embodies this commitment and applies to personal information collected by Wonde and its contractors and agents.

All personal information collected by Wonde is protected by the Commonwealth of Australia Privacy Act 1988. Information on the Privacy Act 1988 can be found at www.privacy.gov.au.

1) Collection of Personal Information

The type of information that Wonde collects and holds includes (but is not limited to) personal information, including sensitive information about:

- Students, staff and parents and/or guardians (“Parents”) and before and during the course of a student’s enrolment at a School;

Personal Information about Parents, Students and Guardians;

Wonde will collect personal information about an individual from schools who use a SIS (Student Information System).

Personal Information about School Staff and other third parties;

Wonde will collect personal information about an individual staff member.

Photographs:

Wonde will not use any photograph provided by the school for anything other than its intended purpose without consent from the individual or individuals identified in the photograph.

2) Data Storage

Wonde's hosted in data centres that reside physically in Australia. This means that your data is at all times secured and processed exclusively in Australia. If you require more information regarding the specific server and hosting details for your school then please contact Wonde directly.

3) Use of the personal information provided

The primary purpose of collection of personal information of students, parents, guardians, hosts and school staff is to enable Wonde to provide an integration service with third party vendors, it's own applications and Single Sign-On solutions available to individuals. This data is maintained in a secure environment with multi-layered security protocols for data protection.

An individual's access to personal data is restricted by security protocols to their own information or information relating to individuals that the school has formally associated them with on Wonde.

Personal information collected by Wonde will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless agreed otherwise, or where the use or disclosure of that personal information is allowed or required by law.

Images of individuals

Images of the School's students, staff, parents, guardians and other visitors may be used in various instances by authorised school administration staff and third party vendors using Wonde.

Wonde will not use any photograph or images provided by the School without consent from the individual or individuals identified in the photograph or image as instructed by the school or the data available through the School Information System.

4) Disclosure of personal information

Wonde will not share personal information held about an individual with any third party without a school approval for the sharing of data with that third party except in the following instances;

- Wonde may transfer personal information via direct data connections with a school's existing database or other computer systems for the purpose of maintaining accurate and co-ordinated school records.

- Wonde may transfer personal information to third party vendors upon approval by the school using a secure connection.
- The disclosure is required or authorised by or under law.
- The disclosure is reasonably necessary for the enforcement of the criminal law; or
- We have reasonable grounds to determine that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another individual.

5) Checking and updating personal information held by Wonde

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Wonde holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right, set out in the Act. Students will generally have access to their personal information through their Parents or Guardians. Individuals with personal data on Wonde and who are approved by the school administrator of Wonde, may have access to their own personal data and in some cases to other individuals with whom the school administrator has associated them to in Wonde. The Australian Privacy Principles require Wonde to store personal information no longer than necessary.

6) Matters relating to use of the Wonde website

Information Collected:

When you view and use the Wonde web portal or the Wonde website the following information is collected for statistical purposes:

- The Internet Protocol (IP) address of the machine from which you are connecting
- Your top level domain name (for example .com, .gov, .au, .uk etc)
- The date and time of your visit to the site
- The pages that you accessed and any documents downloaded
- The previous site you had visited
- The type of browser you are using and the operating system that it runs on.

Access to information collected:

The Office of the Federal Privacy Commissioner will not make an attempt to identify users or their browsing activities. However, in the event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect Wonde's web server logs.

Use of information collected:

Your email address and mobile phone number will only be used for the purpose for which it has been provided to us by the school or the individual. They will not be added to a mailing list or used for any other purpose without your consent.

Cookies:

The Wonde web portal and the Wonde web site use “Session” cookies to aid in the ease of browsing through the site. In this situation, the cookie identifies the browser, not the individual. No personal information is stored within the cookies of Wonde.

You can manually disable cookies at any time. Simply check your web browser’s “Help” function to find out how to disable cookies in your web browser. Disabling cookies will not impact your ability to access the Wonde web portal or the Wonde website.

Google Analytics:

Wonde User Portals are not monitored using any external tracking programs. In portal analytics are utilised to monitor user traffic flows and movements, however all data is maintained within our own server network and the data is not shared with any third party. Google Analytics is used by Wonde to collect website visitor information for our various websites. This includes the Wonde website but it does not include any Wonde User Portals.

Google Analytics uses first-party cookies and JavaScript code to help analyse how users use the site. It anonymously tracks how visitors to these sites interact with the websites. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purposes of compiling reports on website activity and providing other services relating to website activity and internet usage. You may refuse the use of cookies by selecting the appropriate settings on your browser.

7) Complaints

If any person believes that we may have breached their privacy they may contact us to make a complaint using the contact details below. In order to ensure that we fully understand the nature of any complaint and the outcome they may be seeking, we prefer that all privacy complaints are made in writing.

Wonde undertakes to assess and resolve all privacy complaints diligently and in a timely manner.

Contact Us

If you have any enquiries or complaints about privacy, or if you wish to access or correct your personal information, please contact Wonde on +61 2 8310 4489 or on email at support@wonde.com

Changes to this privacy policy

Please note that the privacy policy may change from time to time.

Last updated: 11 July 2019