EASY ASSESS

Privacy Policy

Version 3.0 | Effective 6 October 2026

1. Introduction

This Privacy Policy applies to Easy Assess: the iPad application made available on the Apple App Store, and the Easy Assess web dashboard used by schools. Easy Assess is developed and maintained by Matt Richards. This policy explains what information we collect, why we collect it, where it is stored, who can see it, and the choices available to schools and their staff.

We are committed to protecting the privacy of everyone whose information is handled in Easy Assess — teachers, school leaders and administrators, and the students whose assessments schools record. We comply with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs).

2. Who this policy applies to

Easy Assess is a service for schools. Accounts are issued to schools, not to individuals. Teachers and school staff use the iPad app and the dashboard under their school's account. Students do not use the app or the dashboard and do not have accounts; their information is recorded by authorised school staff.

This policy covers:

- the Easy Assess iPad application;
- the Easy Assess web dashboard; and
- any information collected, stored or processed by these platforms, and its storage.

3. Information we collect

3.1 Information schools provide through the dashboard

- **School account details** — school name, contact name, contact email address and username. Passwords are stored only in hashed (scrambled) form; we cannot read them.
- **Testing materials** — the assessment booklets (PDF) the school uploads for each year level.
- **Class lists** — each student's first and last name, the student ID the school uses, and their year level and class, uploaded by the school as a class-list file or added on the dashboard.
- **School settings** — for example whether DIBELS scoring, Year 7 & 8 testing or Progress Monitoring is turned on.

3.2 Information recorded in the iPad app

- **Assessment progress** — whether each student's Start, Middle and End of year assessment is complete.
- **Scores** — Where DIBELS testing is active, scores entered by the teacher.
- **Annotated assessment booklets** — the teacher's marking on each student's assessment booklet, saved as a PDF.

The app keeps this information on the iPad so teachers can assess without an internet connection. When connected, it synchronises with the school's account so the school's other iPads and its dashboard are kept up to date. The app receives each student's name, year level and class from the school's account; it does not receive the school's student IDs.

3.3 Information about iPads

When an iPad is activated for a school, we record the iPad's device identifier and its device name, so the school can see and manage which iPads are using its licence. The device identifier is a random identifier that Apple provides to the app; it is not the iPad's serial number or the user's Apple Account. The app stores the school's sign-in details in the iPad's secure Keychain.

3.4 Security and technical information

Our servers record sign-in attempts, so repeated incorrect passwords can be slowed down to protect accounts, and keep technical error logs that we use to find and fix problems.

3.5 When you contact us

If you use the support form or email us, we receive the details you provide — usually your name, email address, school, a description of the issue, and a screenshot if you attach one.

3.6 What we do not collect

- We do not use advertising, analytics or tracking services, in the app or on the dashboard.
- The app does not access the iPad's camera, photos, location, microphone or contacts.
- We do not collect Sensitive Information (see section 4.2).

4. Types of information under the Privacy Act

The *Privacy Act 1988* (Cth) defines two key categories of information relevant to our service.

4.1 Personal Information

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether it is recorded in a material form or not. In Easy Assess this includes student names, student IDs, year levels, assessment results and annotated booklets, and school staff contact and account details.

4.2 Sensitive Information

Sensitive Information includes information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, health information, criminal record, and similar categories. Easy Assess does not collect Sensitive Information. In the unlikely event that any such information is incidentally provided, we will only use it for the primary purpose for which it was obtained, or with your explicit consent, or as required by law.

5. How we collect Personal Information

We collect Personal Information directly from authorised school staff, through the web dashboard (including the class-list files schools upload) and through the Easy Assess iPad app, which synchronises it to the school's account. Device identifiers, device names and technical logs are collected automatically when the app and dashboard are used. We do not collect information from students directly, and we do not collect information through tracking, analytics software, advertising networks or data brokers.

6. Students' information

Each school decides what student information it records in Easy Assess, and is responsible for telling students and their parents or guardians how that information is collected and used, under the school's own privacy obligations. We handle student information only to provide Easy Assess to that school, and only that school's authorised staff can see it.

Students, parents or guardians who wish to access or correct a student's information should contact the student's school. We will help the school respond.

7. How we use Personal Information

Personal Information collected through Easy Assess is used solely to:

- enable teachers to record and manage student assessments;
- keep a school's iPads and its web dashboard in sync with each other;
- populate and organise the dashboard for authorised school staff;
- manage the school's licence and its activated iPads;
- keep accounts secure;
- provide technical support and maintain service quality; and
- communicate with schools about their account, service updates and support requests.

We do not sell student data or use it for advertising, profiling, or any purpose unrelated to Easy Assess's core function.

8. Data storage and hosting

8.1 Australian-hosted servers

All Easy Assess dashboard and synchronised data is stored on servers located in Adelaide, South Australia, Australia. We partner with Adelaide IT Solutions (AITS), an independently certified, carrier-neutral data centre provider operating in Adelaide. Your data remains within Australian jurisdiction and is subject to Australian privacy law.

8.2 Data centre security and reliability

The AITS Adelaide data centre provides:

- TIA-942 Rated-3 Certification (ANSI/TIA-942:2014) across Architecture, Mechanical, Electrical and Telecommunications resilience categories;
- ISO 9001:2015 Quality Management and ISO 27001:2013 Information Security Management certification;
- 24/7 site monitoring, security patrols seven days per week, multiple independent security access zones, and high perimeter fencing and solid boundary walls;
- redundant 'A' and 'B' power supplies with onsite battery backup (UPS), tested monthly;
- N+1 redundant air conditioning with cold-aisle containment and active humidity control, and dual, diverse chilled water loops;
- IG-541 inert gas fire suppression; and
- connections to over 30 internet providers over multiple independent fibre paths.

8.3 On the iPad

Information held by the app is stored in the app's private storage on the iPad, which other apps cannot access. Sign-in details are kept in the iPad's secure Keychain.

9. Third-party services

We do not use advertising or analytics services. When the dashboard is opened in a web browser, the browser loads fonts and icons from Google Fonts and Cloudflare (cdnjs). These services receive technical connection information, such as the browser's IP address, in order to deliver them. They do not receive student information or any other information stored in Easy Assess. The Easy Assess app is distributed through Apple's App Store, and Apple's privacy policy covers the use of the App Store itself.

10. Disclosure of Personal Information

We do not sell, trade or share Personal Information with third parties for commercial purposes in any capacity. Personal Information may only be disclosed:

- to authorised staff of the school that recorded it;
- to Easy Assess staff, as required to investigate and resolve reported issues; and
- where required or authorised by Australian law.

11. Overseas transfer

Easy Assess data is stored in Australia. We will not disclose Personal Information to recipients outside Australia unless a school expressly asks us to. If a school requests an overseas transfer, please be aware that the overseas recipient will not be required to comply with the Australian Privacy Principles, and we will not be liable for any mishandling of information in such circumstances. The font and icon services described in section 9 may operate outside Australia; they receive only technical connection information, not information stored in Easy Assess.

12. Data retention and deletion

12.1 On the iPad

Information held by the app on an iPad is removed when the iPad is signed out or deactivated, when the school's data is deleted in the app's Settings, when the school closes its testing year, or when the app is uninstalled. A copy of synchronised information remains in the school's account.

12.2 On our servers

- Dashboard information, including synchronised assessment results and annotated booklets, is retained for the duration of the school's active account, and for a reasonable period afterwards to allow for account recovery.
- When a school archives a testing year, that year's assessment results are kept as the school's permanent record, and its annotated booklets are deleted on the retention date the school chooses.
- A school can remove an individual student from its account on the dashboard.
- A school may ask us to delete its account and associated information at any time by contacting us (see section 16). We will do so within a reasonable time, unless we are required by law to keep it.

13. Security

We take reasonable steps to protect Personal Information from misuse, interference, loss, and unauthorised access, modification or disclosure. These steps include:

- encryption of all data travelling between the app, the dashboard and our servers (HTTPS);
- hashed passwords, and a separate access token for each activated iPad;
- access controls that limit each school's information to that school's authorised staff;
- storing data and keys outside the publicly accessible parts of our web servers; and
- the data centre security measures described in section 8.

No system is entirely immune to risk. We encourage users not to share sign-in details and to contact us promptly if they suspect any unauthorised access. If a data breach is likely to result in serious harm, we will notify the affected schools and, where required, the Office of the Australian Information Commissioner under the Notifiable Data Breaches scheme.

14. Access and correction

You have the right to access Personal Information we hold about you, and to request correction if it is inaccurate, out of date, incomplete, irrelevant or misleading. Schools can view and correct most of their information directly in the dashboard. For anything else, please contact us using the details below. We will respond within a reasonable time and at no charge. Requests about a student's information should be made through the student's school (see section 6).

15. Complaints procedure

If you believe we have not handled your Personal Information in accordance with this policy or the Australian Privacy Principles, please contact us directly. All complaints will be reviewed by Matt Richards. We will acknowledge your complaint promptly, may seek clarification, and will endeavour to resolve the matter within 30 days.

If you remain dissatisfied with our response, you may refer your complaint to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

16. Contact us

For any privacy-related queries, access requests, corrections or complaints, please contact:

Matt Richards — Easy Assess
Email: info@digimeec.com.au

17. Changes to this policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, legal requirements or other factors. Where changes are material, we will notify schools via the app, the dashboard or by email before the changes take effect. The current version is always available from the App Store listing and from within the app (Settings → Privacy Policy).

Easy Assess Privacy Policy — Version 3.0, effective 6 October 2026. Replaces Version 2.0 (2026).