

# Privacy Policy for Student Data

## What data is synchronised

We only synchronise the data that is used by most organisers for school events.

- Student ID
- First Name
- Last Name
- Gender
- Date of Birth
- Year Level
- Previous School Name
- Date of Enrolment
- Residency Status
- Ethnicity
- Photograph (optional)

## Who has access to the data

### **School sports coordinators**

- Each school gets issued a login and password which gives you access to the EnterNOW websites.
- If you choose to share that password with others, they will also have access to your schools data.  
It is your responsibility to keep your password safe.

### **Event Organisers**

- Can only see the data that you have included in the entry form. (This is no different to what they receive with a paper entry form)
- Have the ability to use the auto-complete functionality to enter students on your behalf (for late entries or special cases).
- DO NOT have the ability to download or view your full your student list (the Members tab in EnterNOW)

### **EnterNOW**

- EnterNOW Ltd and its staff will have access to your data for the sole purpose of providing support and resolving problems with the system.

# What precautions are taken to keep the data secure

- SSL Secure certificate is used on the website (encrypts data between end user and server)
- SSH public key access is used to authenticate to the server and transfer files. (only 2 people have access to the key)
- Our website server has a firewall in place.
- Software/Security patches are applied at regular intervals
- Regular backups are taken of all data, and stored on a secondary server which is not publicly accessible, also protected by firewall.
- All our development machines have encrypted hard drives, with password access (in the case of loss or theft, they will be inaccessible)
- Development machines all run current antivirus/malware detection software.
- Development machines are backed up on regular intervals and backups are encrypted.

# How long do you keep the data

- Student records are erased once they turn 19, as the system assumes they have left the school
- If a student leaves school before they turn 19 and the student management system offers that data, then we will erase the students record
- If a student record is not accessed for a period of 24 months, the record will be erased
- Entries that are made into events, and the associated information are retained indefinitely for statistical purposes.

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