



Australian Computer Society Policies and Procedures: Education Programs Privacy Statement

Purpose and Scope

This statement is applicable to all Education Programs conducted by the ACS. It is provided in order to give guidance to ACS and Partner staff about the treatment of student information.

Responsibility

- The **Director of Education** is responsible for this policy.
- The **Education Program Manager** is responsible for the implementation of this policy and is responsible for the day to day management of this policy.
- The **Education Compliance Manager** is responsible for the maintenance of this policy.

Policy

The online component of your course is password-protected and only those authorised to access the ACS Education learning management system, called *ACSLearn*, can do so. The website is under the supervision and control of the ACS.

User information stored

The categories of information stored on *ACSLearn* about student usage, and the purposes for which such information is used, are as follows:

1. *Server usage information*: The server records details about your access. This information is available only to ACS-authorised staff and contracted service provider. The information is also used for statistical analysis of access times and locations and other patterns of use – all to aid systems planning and improvement. In all cases confidentiality is maintained, and no information gathered by the server on individuals authorised to use the system is released to any third party.
2. *ACSLearn usage information*: The learning management system of ACS Education automatically tracks personal information about how you use the subject material, including your first and last log on, how much of the course material you have accessed, and the discussion messages you have posted and read. It also keeps transcriptions of chat room conversations and discussion board postings. *ACSLearn* retains electronic assignment submissions, and the results of any online assessment. Teaching staff and other authorised



individuals with legitimate educational and/or management interests have, or may be granted, restricted access to this information. Those granted restricted access understand that this is only on the condition that they treat the information as strictly confidential. This information is gathered to assist teaching and support staff in identifying the needs of students and for course quality improvement purposes.

Public versus private information

Public: Your postings to the *ACSLearn* discussion forums and chat rooms are public information--**that is, accessible to other students enrolled in your course, teaching staff, and other authorised individuals with legitimate educational interests.** Your *ACSLearn* email address is also public.

Private: Your *ACSLearn* tutor feedback, journal entries, and assignment submissions are confidential to you and your tutor or mentor.

Archived information

Assessments and assignments, along with your contributions to discussion forums and chat rooms are archived (along with the subject materials) on a secure server. The database is maintained by ACS Education for a minimum of 1 (one) year after course completion. ACS authorised staff may use this data for reference and review purposes.

Care about your privacy

The Director of Education, Education Program Manager and teaching and administration staff of ACS Education take the utmost care to protect the privacy and security of your *ACSLearn* -related personal information from unauthorised access. You can further protect your privacy by ensuring that you close the browser window immediately after using a work or publicly accessible computer.

Please note: Your *ACSLearn* site may contain links to other sites, including commercial sites. The Australian Computer Society is not responsible for the privacy practices of such sites, and you should carefully read the associated privacy statements.

Notice to students: If you are going to participate in study at your workplace, your employer should be made aware of your activities.

If you have any concerns about your privacy in the ACS Education learning management system called *ACSLearn*, please contact in the first instance, either the ACS Director of Education or Education Program Manager. If you require further information, call 1800 671 003 (Freecall within Australia), (03) 9249 6700 or email education@acs.org.au

Further details of the ACS's wider Privacy Policy can be found at: <https://www.acs.org.au/privacy-policy>

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ACS Education Programs Privacy Statement Policy

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Version History

Date	Version	Revision History	Author /Reviser
Nov 2015	1	Original document created	Derinda Smith
May 2017	1.1	Updates as indicated on Internal review form	Glanyce Attard / Elizabeth Gregg
8/9/17	1.2	Minor updates to reflect updates in process. Custodian added and updated to reflect current Director of Education	Glanyce Attard

Approvals

This document requires the following approvals.

Date of issue and version details must be entered upon approval.

Name	Title	Date of Issue	Version
Simon Taylor	Director, Education	October 2015	1
Allyn Radford	Director, Education	May 2017	1.1
Allyn Radford	Director, Education	September 2017	1.2

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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Responsible Business Group:	Education
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