

- Increase Attendance
- Improve Behaviour
- Motivate Everyone
- Raise Attainment
- Raise Standards



EDLOUNGE PRIVACY POLICY

This policy is designed to provide details about EDLounge's privacy policy regarding student data and school information we collect and hold. It contains information about what details we store, why and how and what to do if you have any further queries or concerns on security.

What student data do we use?

We only store a minimum amount of student data to create the personalised accounts for your users. We store the following data for each student:

- Forename
- Surname
- Gender
- Ethnicity
- Date of Birth
- Year Group
- UPN

Within the system we also create a profile of a student's activity. We principally record time spent and the lessons completed (including marks achieved) but also can store predicted attendance, time and guided learning hours alongside the student FFT predicted grades if desired.

Why do we need any student data?

Student data is only needed to create user accounts to enable tracking of individual student's progress. We do not use ANY data for commercial purpose and no data is passed to 3rd party companies.

The student data we collect and store does not contain any contact details for students and students are not required to provide any additional personal data once logged in.

How is initial student data received?

In order to create initial accounts we require a .csv export from your management information system (typically SIMS or CMIS). Upon receipt we will upload the data on behalf of the school to create student and teacher users. A nominated school administrator will have full control to create additional accounts and to modify/remove user accounts manually.

Security

EDLounge is hosted on maintained servers behind tiered security systems to ensure maximum protection for user data.

Teachers and students are assigned individual passwords that protect access to the system and ensure that only registered users can access data. Individuals have the responsibility to safeguard the security of their password.

Who has access to data?

All students have a unique username and password allowing them access to the EDLounge's system. Students and Teachers are responsible for this password and maintaining the security of their account. A student user is able to view their own data regarding usage and performance in all aspects.

All teachers have access via a unique username and password and can view the data of all students within the school. Teachers have the ability to reset a user's password in the event of a student forgetting or a concern over security.

Parent/guardian users can also use their students password which will enable access to their child(ren)s usage and performance data only.

A nominated school administrator will have full access to the school data, usage and performance information along with the ability to create and modify/remove ALL user types (students and teachers).

If applicable (in the event of an LA partnership purchase), specified members of the LA team may be granted access to school data and student performance. This will only be issued after permission from individual schools has been granted.

Usage data and research

Through the usage of our schools we are able to analyse data and identify trends and patterns of the student users. We will use this data internally to help us continue to develop the system to meet the needs of our subscribers and to help inform policy changes where appropriate.

Some findings may be published to help showcase emerging patterns that may be beneficial to other subscribing schools and local authorities. Data will typically only be published about overall usage and no details of specific schools or students will be released without prior permission.

Concerns...

We take our responsibility for safeguarding student information very seriously and take all reasonable steps to maintain the tightest security. If you suspect a breach of this privacy policy at any stage (student level, school level or by ourselves), please report this immediately to mail@edlounge.co.uk or by calling 01909 568 338

Any questions?

If you have any queries regarding anything in this privacy policy and would like to discuss it further, please contact our support team:

EDLounge

6 Barleycroft Lane,
Dinnington,
Sheffield,
South Yorkshire, S25 2LE

Telephone: 01909 568 338

E-mail: mail@edlounge.co.uk

Fax: 01909 568 350

Please feel free to contact our support teams Monday to Friday: 8:30 am to 5:30 pm.

We aim to answer all queries within a maximum of 24 hours.



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