## myIAA Privacy Policy

## Scope

- 1. myIAA is a mobile platform that connects students enrolled at the International Australian Academy (IAA) to IAA announcements, resources, staff, and support related to their IAA course(s).
- 2. This policy applies to all IAA students, employees, contractors, and visitors who use this application.

#### **Collection of Personal Information**

- 3. Through myIAA, IAA collects app users' personal information, including information about:
  - a. Users' first and last names,
  - b. Users' photographs,
  - c. Email address,
  - d. Student ID,
  - e. WeChat ID, and
  - f. myIAA login details
- 4. myIAA is used as a student mobile management application to assist students with their enrolled IAA courses. The personal information listed above will be used as part of users' personal myIAA profile.
- 5. User's first and last names and photographs will be used to communicate with other users via the Chat function. mylAA does not record and maintain Chat messages exchanged between mylAA users.
- 6. If a user is classified as an IAA Staff upon login, a profile with their contact details (name, email address, and WeChat ID) will be displayed for students to easily contact IAA staff for support.
- 7. If a user is classified as an IAA Student upon login, the student user profile will not be displayed unless the user chats with another user. In this case, the users' profiles will be accessible to those involved in the chat. The IAA Student profile will display their name and students have the option to display their email address and WeChat ID.
- 8. If a myIAA user no longer wishes to be contacted by other myIAA users, the user is entitled to block or flag abuse to halt the chat conversation.
- 9. myIAA users are required to login to access their user profile, staff directory, and chat functions. Functions such as Announcements, Course Schedules, IAA Events, Map, and Student Portal do not require login as they do not utilise users' information in any way.
- 10. The Ask IAA submission form is used for students to contact IAA staff for IAA student services. To complete the Ask IAA submission form, students will be required to input their name, student ID and date of birth.

# **Users' Rights**

- 11. Personal information contained in external websites contained in myIAA are only hosted on the external websites.
- 12. IAA is committed to protecting personal information of all users. If users believe that their personal information has not been dealt with in accordance, users may make a written complaint to IAA. Please contact IAA for more information regarding its Complaint and Appeals Policy and complaint handling process.
- 13. myIAA users have the option to receive push notifications about relevant activity on myIAA. If users have opted into these notifications and no longer wishes to receive them, users have the option to turn them off through their mobile devices.
- 14. mylAA users have the right, at any time, to learn about the storing of their personal information, to verify their accuracy, or to ask them to be updated, corrected or deleted.

# **Hosting Company's Privacy Policy**

- 15. myIAA's licensed hosting company, GoodBarber, holds its own <u>privacy policy</u> for the use of information. The information relates to the information submitted for users' personal myIAA profile, and chat interactions with other myIAA users.
- 16. The use of myIAA correspondingly indicate the acceptance of GoodBarber's privacy policy and terms of service.
- 17. myIAA is not responsible for any personal, professional, or financial problems associated with external websites that myIAA users are accessing. myIAA does not hold any responsibility for vulnerabilities/liabilities associated with the mobile device from which myIAA users are accessing, or with myIAA's licensed hosting company, GoodBarber.
- 18. GoodBarber's Privacy Policy states that GoodBarber only stores users' personal information for as long as mylAA is utilised as a student service app and/or to "comply with their legal obligations, resolve disputes, prevent abuse, and enforce [their] agreements."

#### **Contact Details**

19. If users have any enquiries regarding mylAA's usage of privacy and data, please contact IAA for more information. Email IAA at <a href="mailto:enquiries@iaa.sa.edu.au">enquiries@iaa.sa.edu.au</a> for support.