



# PRIVACY STATEMENT

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The International Schools' Assessment (ISA) is an assessment program designed by The Australian Council for Educational Research Ltd (ABN 19 004 398 145) (“ACER”) for students in grades 3 to 10.

The ISA assesses students' levels of proficiency in mathematical literacy, reading, writing and/or scientific literacy in relation to other international school students at the same grade level. Schools use the ISA to:

- monitor an individual's or a cohort's progress over time;
- measure a student's achievement to reflect on and address their strengths and weaknesses;
- compare school performance and progress to an international cohort and schools in the same region;
- compare results against schools with similar proportions of students with English-speaking backgrounds; and
- evaluate instructional programs against objective evidence of student performance, to identify gaps and measure growth.

(“the Aims”).

For clarity, the ISA does not form part of the schools' curriculums. It is a benchmarking tool.

ACER administers the ISA on behalf of schools which use the ISA. This is the purpose for which ACER will collect and process students' personal data who undertake the ISA (“the Purpose”).

This privacy statement details the personal data collected that ACER processes and why, where it obtains this data from, and who it shares this data with.

The privacy of personal data is very important and ACER takes great care to ensure personal data is protected.

ACER is an Australian-based company. The following information is set out to comply with applicable privacy and data law including:

- a) *Australian Privacy Act 1988 (Cth) (Privacy Act)* in respect of personal data collected in Australia; and
- b) the *General Data Protection Regulation (EU) 2016/679 (GDPR)* in respect of personal data collected in the EU.
- c) the *UK Data Protection Act 2018 (DPA2018)* including the UK GDPR in respect of personal data collected in the UK.

## The Data

In pursuit of the Purpose, ACER gathers the following personal data ('The Data')

1. Directly from schools:
  - Name
  - Date of birth
  - Gender
  - First language
  - School ID number
  - Grade
  - Class name
  - ESOL classes attended (yes or no)
  - Raw test response data; and
  - Special test sitting arrangements if required (indicated by the school).
2. Directly from the students as they undertake the ISA:
  - Test responses
3. From item 2 above ACER will calculate scoring data in relation to the students.

## Data Disclosure

ACER will only disclose the:

- collected data plus test results by default back to the school which procured the service. However, there are occasions where a school or groups of schools distributed within a country or even globally will have a managing or regulatory entity which may request access to the test results for management, assessment, and quality purposes. Thus, if you attend a school that is owned, controlled or regulated by such a managing entity, then your data may be disclosed to it in the pursuit of the Purpose. The school will have prior knowledge of this arrangement. The managing entity will have its own privacy practices and notifications on their websites; and
- de-identified ISA Writing test responses to its current contracted plagiarism review contractor, Copyleaks Inc. a private limited company which is based in the USA. It processes test taker responses primarily in the U.S. and EU (Germany), with the ability to deploy additional regional servers for compliance and customer needs to ascertain instances of plagiarism. You may view its privacy policy [Privacy Policy - Copyleaks](#). This privacy statement will be amended in the event the supplier changes.

## The Privacy Act

To the extent of the applicability of the Privacy Act to the Data:

- The collection of your child's Data by ACER was not required by law. The only consequence of that Data not being provided is that your child will not be able to participate in the ISA and assist in achieving the Aims.
- ACER discloses your child's data to:
  - your child's school;
  - the school's management entity if applicable; and
  - ACER contractors assisting ACER in pursuing the Purpose;

Please note: ACER may use de-identified student Data for research purposes.

### **Your rights**

Under the Privacy Act parents and students have the right to:

- inspect relevant personal data held by ACER;
- request amendment of personal data; and
- make a complaint in respect of a breach of a student's privacy.

To exercise any or all of the above rights, please review ACER's privacy policy at <https://www.acer.org/privacy> which sets how to seek access to and correction of personal information. Queries should be directed to the contact details provided via this link.

## The GDPR or UK DPA 2018

To the extent of the applicability of the GDPR or UK DPA 2018 to the Data:

- The Data is processed by ACER solely for the Purpose. It is only shared with your school or if applicable your management entity.
- ACER is the "controller" for the test data as listed in this privacy notice. ACER acts as a "processor" only for students' personal data provided by the school for the Purpose.

For all EU/UK data processing activities we have a Data Protection Officer (DPO). You can contact the DPO for all questions related to this notice and access any of your rights (see below) via the details in the contact section below.

### **Cross-Border Data Transfers**

The Data is transferred to ACER's main office in Australia. This transfer occurs to satisfy the school's contract with ACER. A set of standard contractual clauses are in place to govern this data transfer to ensure the same level of data protection as if the data was being processed inside the European Economic Area or UK.

A copy of these clauses can be obtained from the DPO.

## **Data Retention Periods**

The Data is retained in accordance with the table below:

<b>Type of Data</b>	<b>Retention Time</b>	<b>Notes</b>
Personal student details	Ten years after the testing date then deleted	<p>These are students' personal details provided by the school and listed under 'The Data' in this document.</p> <p>This timeframe allows ACER to provide schools with longitudinal data to track student progress as they move through each grade level.</p>
Test responses	Ten years after the testing date then anonymised and retained indefinitely	<p>These are the responses students enter for each question in the ISA tests.</p> <p>After ten years this data is anonymised and retained indefinitely for statistical and research purposes.</p>
Generated reports	Ten years after the testing date then deleted	<p>These are the reports of students' scores, generated and delivered to schools. These include personal student details.</p> <p>This timeframe allows ACER to retain copies for schools and to respond to school enquires.</p>
Data files	Ten years after the testing date then anonymised and retained indefinitely	<p>These are data files produced for processing and reporting purposes.</p> <p>After ten years data files are anonymised.</p> <p>Anonymised data files are retained indefinitely for statistical and research purposes.</p>

## **Your Data Protection Rights**

ACER confirms its obligations to you under the various data protection acts applicable worldwide. We are applying the rights available under the GDPR legislation to all our relevant data collections.

Contact our DPO as listed on the next page if you:

- want to know what data we are processing from you;
- want to correct any information you think may be wrong;
- want us to delete your personal data; or
- object to processing.

If for any reason you are not satisfied with the assistance you have obtained or the way we have handled any of your requests or complaints please contact the relevant data protection agency in your own country.

# Contacts

The Company	Data Protection Officer
<p><i>ACER's office within the European Union is:</i>            ACER International UK Ltd            1 EdCity            Edcity Walk            London            W12 7TF            United Kingdom            Phone: +44 (0) 20 3909 0659</p> <p><i>ACER's office within Australia is:</i>            Street address: 19 Prospect Hill Rd            Camberwell VIC 3124            Australia            Postal address: Private Bag 55            Camberwell VIC 3124            Australia            Phone: +61 3 9277 5555            Fax: +61 3 9277 5500</p>	<p>e-mail address: <a href="mailto:DPO@acer.org">DPO@acer.org</a></p>

