

# LearnLink Office 365

## Student privacy information summary

### Where will the information/data be located?

LearnLink Office 365 service is a Cloud based service, meaning it can be accessed from any Office 365 compatible internet connected device anywhere/anytime. All the information and data is stored in Microsoft's Australian data centres and is subject to Australian Privacy Laws, regulations, and standards.

### What information and data will be collected?

Learning materials used by educators to teach the student, and information/data created or uploaded by the student in the LearnLink Office 365 service will be stored in the data centres. This may include text, images, photographs, sound and multimedia (e.g. videos).

Microsoft does not access, use, track or collect information or data about the student, other than to deliver the Office 365 service on behalf of DECD. In doing so, some system generated data is logged, such as who accessed the services and when.

### Who has access to my child's information and data?

The student owns and controls the information and data they create or upload to the LearnLink Office 365 service. They can share their information and data with other LearnLink Office 365 users; this includes staff and students from other DECD schools or preschools. Anyone external to DECD is unable to access student information and data.

Processes are in place to allow authorised DECD staff to access information and data the student has created or to uploaded to the service where required.

Microsoft will only disclose information and data at the direction of DECD or if required to do so by law.

### How safe is the student's information and data?

Microsoft's Office 365 Service (LearnLink Office 365) has been [certified by the Australian Government](#) as safe to use for government information. The certification letter and report has been verified by DECD. Additionally Microsoft's [Office 365 Service is certified](#) to several international security standards.