



## Passtab

School action: **NOTIFICATION** required

Assessment Outcome: Low Risk

Visitor management system



### Service Summary

<b>Version:</b>	Paid
<b>Tags</b>	Administrative support services; Attendance / Absence reporting; Notifications and alerts; Ticketing systems / IT support / Helpdesk
<b>URL:</b>	<a href="https://passtab.com/">https://passtab.com/</a>
<b>Purpose of Use:</b>	A customisable visitor management system that controls school sign-in and sign-out of parents, visitors, staff and students.

### Consent information and hosting

<b>Data Hosting:</b>	Onshore (in Australia)
<b>Data Classification:</b>	<input checked="" type="checkbox"/> Non – personal identifying information <input checked="" type="checkbox"/> Personal identifying information <input checked="" type="checkbox"/> Sensitive Information
<b>Parent/carer consent:</b>	<input type="checkbox"/> Data is stored offshore <input type="checkbox"/> The service provider requires parental consent before disclosure/use of the service with student information. <input checked="" type="checkbox"/> Students' images, video, work is uploaded and published to the service. Note: Ensure <i>Permission to publish students images and work for school purposes</i> has been obtained from parents before using this aspect of the service.
<b>Age Restriction:</b>	None

## Actionable treatments

Risk	Treatment
Account registration is required to access this service.	<ul style="list-style-type: none"> <li>Teachers should register accounts for students using the education options/settings available within the service.</li> <li>Complete only mandatory fields.</li> <li>Use anonymous and/or organisational details wherever possible.</li> <li>Do not use organisational passwords.</li> </ul>
Use of forms/surveys may result in the unauthorised collection, over collection, storage, and/or disclosure of personal, sensitive or organisational information (e.g., when contact information is uploaded for distribution purposes or via responses)	<ul style="list-style-type: none"> <li>Delect or design questions or response fields to limit the collection of personal, sensitive, and organisational information where possible.</li> <li>Only collect information that is reasonably necessary to fulfil the purpose of use.</li> <li>If using the service to collect updates to school records (e.g., parent contact details, absence), implement an identity verification process (e.g., phoning parents) to validate the change/s.</li> </ul>

## Consent information for parents/carers

<b>Name of Service:</b>	<b>Passtab</b>	<b>Data Location:</b> Onshore (Inside Australia)
<b>Purpose:</b>	A customisable visitor management system that controls school sign-in and sign-out of parents, visitors, staff and students.	
<b>Information Disclosed:</b>	<ul style="list-style-type: none"> <li>Student name</li> <li>Student email</li> <li>Student attendance</li> <li>Student medical details</li> <li>Student images</li> <li>Date of birth</li> </ul>	<ul style="list-style-type: none"> <li>Student year level</li> <li>Student class name</li> <li>Parent name</li> <li>Parent contact details</li> <li>Parent image</li> </ul>
<b>Website:</b>	<a href="https://passtab.com/">https://passtab.com/</a>	
<b>Terms of Use:</b>	<a href="https://passtab.com/terms.html">https://passtab.com/terms.html</a>	
<b>Privacy Policy:</b>	<a href="https://passtab.com/privacy.html">https://passtab.com/privacy.html</a>	

Date of Assessment: April 2020