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# PRIVACY POLICY

DISTINCTION DIARIES PTY LTD

## INTRODUCTION

Distinction Diaries Pty Ltd (DD) takes your privacy seriously.

We:

- 1 - Collect the minimum amount of personally identifiable information that we need in order to provide the service.
- 2 - Transmit and store the information in as secure a manner as we practically can.
- 3 - Only disclose the information on an as needed basis to provide the service

By visiting DD's website at [www.myediary.com.au](http://www.myediary.com.au) or applications, domain names or other linked pages or any of its licenced reseller's such as, GPP Enterprises Pty Ltd, applications, domain names or other linked pages, (collectively the "Website" or "site") you acknowledge that you accept this Privacy Policy and are consenting to its practices & policies with the personal data your school may have upload into it.

This Privacy Policy explains how DD collects and uses information from its users who access the Website and use our services, including DD's treatment of personally identifiable information ("Personal Information"). Also, this Privacy Policy covers DD's treatment of any Personal Information that DD's business partners share with DD, or that you provide to DD through a third party website using an DD application.

This policy does not apply to websites or practices of companies that DD does not own or control, or to individuals that DD does not employ or manage, including providers of third party software that may be offered on DD Website ("Third Party Software").

Whilst DD aims to protect personal information from loss, unauthorised access, use, modification or disclosure, or any other misuse, DD cannot be held responsible for any privacy breaches.

### ***NO SECURITY MEASURES ARE PERFECT OR IMPENETRABLE***

This document outlines the due care and practices Distinction Diaries takes to protect your information

Any misuse of information should be reported to: [support@myediary.com.au](mailto:support@myediary.com.au)

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## PRODUCT OUTLINE

DD's website, [www.myediary.com.au](http://www.myediary.com.au) is an electronic diary web application. Like a printed diary it shares its main features of assisting users to:

- Insert homework
- View School Policy Requirements such as uniform policy
- View Bell times

## USE, APPROVALS & CONSENT

### COLLECTION

#### PASSIVE COLLECTION OF DATA

As you navigate through DD's site, certain anonymous information can be passively collected (that is, gathered without your actively providing the information) using various technologies, such as cookies, Internet tags or web beacons, and navigational data collection (log files, server logs, clickstream). Your internet browser automatically transmits to this site some of this anonymous information, such as the URL of the web site you just came from and the Internet Protocol (IP) address and the browser version your computer is currently using; the date and time you access the site and the pages that you access while at the site. This information is used for internal/external marketing purposes, to analyze trends and to improve the site. This site may also collect anonymous information from your computer through cookies and internet tags or web beacons. You may set your browser to notify you when a cookie is sent or to refuse cookies altogether, but certain features of this site might not work without cookies.

DD collects personal information when you elect to use our software on a free trial basis or purchase a license or an upgrade. DD only uses such information if it has been collected in accordance with acceptable privacy practices consistent with this Policy and applicable laws.

#### ACTIVE COLLECTION OF DATA

DD's electronic diary centres on an email address supplied by its user. Together with a self-generated password, this then gives the user a unique and protected qualifiers to sign into their eDiary.

DD may also ask for other information, without limitation, which may include Personal Information such as school name, school address, school website, users name, class name and class identify codes and school affiliation.

Student's Personal Information is limited to name, email and a unique identify code used within the school. The use of this information is necessary for us to provide our services together with customising the content you see. You may choose not to provide us with certain information, but then you may not be able to take advantage of many of our features.

**DISTINCTION DIARIES DOES NOT RENT OR SELL ANY OF THE PERSONAL INFORMATION IT RECEIVES .**

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## SECURITY OF INFORMATION COLLECTED

### SAFE HANDLING OF PERSONAL INFORMATION

If you are a student, please do not send any Personal Information about yourself to us, other than what we request from you when you sign up for the Services.

DD's website displays recognised security and privacy standards.

This includes:

- Secure Socket Layer (SSL)

You may help protect against unauthorised access to your account and Personal Information by selecting and protecting your password appropriately and limiting access to your computer and browser by signing off after you have finished accessing your account.

### TOOLS ON THE SITE THAT ALLOW CONTROL OF ACCESS TO THE SITE AND THE PERSONAL INFORMATION

DD's website provides limited nominated users with special eDiary administrator rights. This empowers them to control access to the site, the personal information contained within it together with control over certain settings.

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## SERVER LOCATION

Our Cloud Application platform service provider is Amazon Web Services (AWS). All data is stored in Australia.

## CHANGES TO THIS PRIVACY POLICY

Distinction Diaries reserves the right to change this Privacy Statement. DD will provide notification of the material changes to this Privacy Statement through the site [www.myediary.com.au](http://www.myediary.com.au)

WE LOOK FORWARD TO PROVIDING YOU A SAFE &  
FUNCTIONAL ENVIRONMENT TO PROVIDE YOUR SCHOOL DIARY TO  
STUDENTS.