

EASY ASSESS

Privacy Policy

Effective Date: 2026 | Version 2.0



1. Introduction

This Privacy Policy applies to the iOS application 'Easy Assess', developed and maintained by Matt Richards and made available via the Apple App Store. It explains how we collect, use, store, and protect information in connection with your use of the app and any associated web-based dashboard features.

We are committed to protecting the privacy of our users, including teachers, school administrators, and the students whose data is managed within the app. We comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

2. Scope of This Policy

This policy covers:

- The Easy Assess iPad application
- The Easy Assess web-based dashboard (where applicable)
- Any data collected, stored, or processed by these platforms and its storage

3. Information We Collect

3.1 App (On-Device, Local Storage)

The Easy Assess app is a localised application. When used, all data is stored directly on your device and is not transmitted externally. Data imported and stored within the app locally includes:

- Student first and last names
- Student year level
- Assessment annotations, scores, or related records entered by the teacher or user

No personal data is transmitted to external servers when using the app. All data stay within the app.

3.2 Web Dashboard (Cloud-Stored Data)

Where users access or utilise the Easy Assess web-based dashboard, certain data is stored on Australian secure, hosted server infrastructure. This includes:

- Account credentials (teacher/administrator username, hashed password and registered iPad Device ID info)
- Testing materials as owned and available for distribution by the school
- Student Firstname, Lastname and class information as a combined csv file
- Usage logs for troubleshooting and service improvement

All dashboard data is hosted exclusively on Australian servers located in Adelaide, South Australia. See Section 7 for full details of our data hosting infrastructure.

4. Types of Information Under the Privacy Act

The Privacy Act 1988 (Cth) defines two key categories of information relevant to our service:

4.1 Personal Information

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether it is recorded in a material form or not. In the context of EasyAssess, this includes student names, year levels and administrator account details.

4.2 Sensitive Information

Sensitive Information includes information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, health information, criminal record, and similar categories. EasyAssess does not collect Sensitive Information. In the unlikely event that any such information is incidentally provided, we will only use it for the primary purpose for which it was obtained, or with your explicit consent, or as required by law.

5. How We Collect Personal Information

We collect Personal Information through direct input by authorised users (teachers and school administrators) within the dashboard only. We do not collect information through tracking, analytics SDKs, advertising networks, or third-party data brokers. Where reasonable and practicable, we collect information directly from the individual or their authorised representative.

6. How We Use Personal Information

Personal Information collected through EasyAssess is used solely for the following purposes:

- Enabling teachers to record and manage student assessments
- Populating and organising the dashboard view for authorised users
- Providing technical support and maintaining service quality
- Communicating with account holders regarding service updates or support requests

We do not access or use student data for any advertising, profiling, or any purpose unrelated to EasyAssess's core function.

7. Data Storage and Hosting Infrastructure

7.1 Australian-Hosted Servers

All EasyAssess dashboard data is stored on servers located in Adelaide, South Australia, Australia. We partner with Adelaide IT Solutions (AITS) - an independently certified, carrier-neutral data centre provider operating in Adelaide. This ensures your data remains within Australian jurisdiction at all times and is subject to Australian Privacy law.

7.2 Physical and Operational Security

Hosting infrastructure at AITS' Adelaide Data Centre includes the following security provisions:

- TIA-942 Rated-3 Certification (ANSI/TIA-942:2014) — South Australia's only facility to hold this certification across Architecture, Mechanical, Electrical, and Telecommunications resilience categories
- ISO 9001:2015 Quality Management Certification
- ISO 27001:2013 Information Security Management Certification
- 24/7 site monitoring
- Security patrols seven days per week
- Multiple independent security access zones, limiting physical access to authorised personnel only
- High perimeter fencing and solid boundary walls

7.3 Power Reliability

To ensure continuous availability and data integrity, the hosting facility maintains:

- Independent power providing redundant 'A' and 'B' power supply
- Onsite battery backup Uninterruptible Power Supply (UPS) systems
- Monthly testing of all backup power systems

7.4 Cooling and Environmental Controls

Server rooms are purpose-built with professional-grade environmental controls:

- N+1 redundant Computer Room Air Conditioning (CRAC) units
- Cold-aisle containment system maintaining supply air at 24°C with active humidity control
- Dual and diverse chilled water loops with independent pipework, pumps, and switchboards

7.5 Fire Suppression

The facility uses IG-541 inert gas fire suppression -fire detection and extinguishing before visible flames are present

7.6 Network Connectivity

Connections to over 30 Internet providers, with multiple independent fibre paths providing network redundancy. This ensures consistent availability of the EasyAssess dashboard.

8. Disclosure of Personal Information

We do not sell, trade, or share Personal Information with third parties for commercial purposes in any capacity. Personal Information may only be disclosed:

- To authorised school administrators or teachers with legitimate access to the relevant account
- To EasyAssess staff as required to investigate and resolve reported issues
- Where required or authorised by Australian law

9. Overseas Transfer

Your Personal Information will not be disclosed to recipients outside Australia unless you expressly request us to do so. If you request an overseas transfer, please be aware that the overseas recipient will not be required to comply with the Australian Privacy Principles, and we will not be liable for any mishandling of information in such circumstances.

10. Data Retention and Deletion

Data stored within the app on your device is retained until you:

1. manually delete data,
2. deactivate the account
3. uninstall the application

Dashboard data is retained for the duration of your active account, and for a reasonable period thereafter to allow for account recovery. You may request deletion of your account and associated data at any time by contacting us (see Section 13).

11. Security

We take reasonable steps to protect Personal Information from misuse, interference, loss, and unauthorised access, modification, or disclosure. These steps include the physical and infrastructure security measures described in Section 7, as well as password hashing, access controls, and server security.

However, no system is entirely immune to risk. We encourage users not to share login credentials and to contact us promptly if they suspect any unauthorised access.

12. Access and Correction

You have the right to access Personal Information we hold about you, and to request correction if it is inaccurate, out of date, incomplete, irrelevant, or misleading. To make such a request, please contact us using the details below. We will respond within a reasonable timeframe and at no charge.

13. Complaints Procedure

If you believe we have not handled your Personal Information in accordance with this policy or the Australian Privacy Principles, please contact us directly. All complaints will be reviewed by Matt Richards. We will acknowledge your complaint promptly, may seek clarification, and will endeavour to resolve the matter within 30 days.

If you remain dissatisfied with our response, you may refer your complaint to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

14. Contact Us

For any privacy-related queries, access requests, corrections, or complaints, please contact:

Matt Richards — EasyAssess

Email: info@matrichards.net.au

15. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, technology, legal requirements, or other factors. Where changes are material, we will notify active users via the app or by email prior to the changes taking effect. The current version will always be accessible through the App Store listing and within the app.

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