Education Assessment

✓ **Educational value has been assessed**
Comments: (i.e. strengths, limitations, best practice suggestions)
Typing Pal is a simple and efficient web-based program for beginners and intermediates who want to touch type at full speed!

Preliminary Privacy Impact Assessment

Digital resource	Typing Pal / Tape Touche
Does a PIA exist? (Vendor, ERAC)	No
Is there a 'data link' (e.g.. Pulling PI data from one source to another)?	No but Google Single Sign-On can be used
Describe how PI is (requires examining TOU and Privacy Policy)	
Collected What PI data is collected? List all the PI that could be collected from students, teachers, parents through using the service	When a student is registered, we collect minimal contact information: name, username, password, group assigned and school attended. Optionally, we may also collect the student's email address to facilitate the recovery of lost passwords. Contact information is used by school officials and teachers to manage student accounts. We will never use this information to communicate with students. When an account is linked to a single sign-on service, such as Google Single Sign-On (SSO), we only collect the authentication information required by that service. This consists of the username, email address and avatar URL.
Used What is the PI used for? Will PI be used to make decisions that directly affect individuals? Does the company use the PI to advertise its services or those of other companies to students, teachers or parents?	We innovate safely without compromising student privacy by only analyzing de-identified and aggregated data as we develop and improve Typing Pal. We do not collect or use personal information and student data for non-educational purposes. We do not sell, trade, rent or otherwise provide personal information and student data to any advertisers or third parties. We do not use or disclose any students' information for behavioral targeting of advertisements. We do not create advertising profiles on students. In fact, as we are a fee-based service, we do not expose students to advertisements. We do not provide any messaging system for students to communicate privately with each other.

Disclosed Who will/can have access (vendor, partners, legal)?	We do not use or disclose any students' information for behavioral targeting of advertisements.
Secured Measures in place to secure – encryption, passwords, software and platform updates, independent testing for security	We use HTTPS (SSL) to ensure that personal information and student data are transmitted securely from end to end. We use SSL (Secure Sockets Layer) to establish an encrypted link between our web server and a browser. This link ensures that all data transferred remains private and secure. We use firewall-protected servers stored in a secured location to prevent any unauthorized access. We store and transfer passwords using encryption technologies deemed to be safe. We control and limit our employees' access to the Typing Pal database. We periodically review all above security measures and practices.
Stored Where is the data being stored? - What hosting providers are being used? - What hosting region(s) are data being stored in?	In Canada
Kept Accurate	We enable you to review and delete personal information and student data at any time.
Retained Expiry, deletion, backup/restore - How are requests made by students, teachers, parents, district staff for data to be: Deleted, Downloaded - What are the retention policies (not, e.g., 1 yr retention if PI used to make decisions that affect individuals)	We delete student accounts at our request, or automatically at the end of the school year (June 30) that follows the school year during which the accounts were used for the last time.
RECOMMENDATIONS ❏ Approve the application/extension	**COMMENTS**
Date submitted to IT/Privacy: 2021-06-09	**Decision / Date: June 28, 2021**