

Student Digital Privacy & Online Record Book (ORB) Security

Cybersecurity, data security and privacy, is critically important for all of us in the 21st century. Data security, cybersecurity and privacy are core principles for the Duke of Edinburgh's International Award - Canada ("Award Canada"). This document outlines some common FAQ and the approaches Award Canada takes to ensure your data and online presence is secure and safe.

Frequently Asked Questions

Specifying Purpose for data and information request and usage

- Award Canada has a comprehensive Privacy Policy that clearly outlines what data we collect, how we collect it, what we do with it, how we use it, store it and the unique conditions in which we would disclose it.
- The Online Record Book ('ORB'), our primary student and leader interface, further provides detailed information that reiterates the privacy policy and requires confirmation and consent prior to any exchange of personal information.

Consent

- Verifiable parental consent is provided for schools and Award Centres to ensure personal information of children under 18 is only provided once consent is given.
- Parents, students and teachers own their content and have the ability to delete in whole or in part.

Use, Retention, Disclosure

- Personal information is only used for the purpose of providing the digital service of completing the Award for the student / school.
- Personal information is not used for research without express consent.
- All data can be securely destroyed on request or made anonymous.

Collection

- No personal information is required to operate the ORB and no specific or identifiable device identification, location or other information is recorded.
- Award Canada does not disclose information to Third Parties.

Security Safeguards

- A comprehensive security program is in place that is reasonably designed to protect the security, privacy, confidentiality, and integrity of student personal information against risks.
- Cybersecurity policies and procedures including data breach protocols are in place.

Openness and Transparency

- Privacy notices, terms of use, and contracts are provided in clear, specific and unambiguous language that explains to users how their personal information is being used, processed, disclosed and retained.
- Users are directly informed if / when changes are made to policies and terms of use.
- Third party cookies are not used.
- Award Canada ensures it is, at all times, in compliance with all laws.

Access and Correction

- Each school or Award Centre has a single Award Coordinator (typically a teacher) as well as an assigned Award Canada staff member who will respond to inquiries and challenges from users or parents/guardians about privacy policies, data handling practices, accuracy, completeness and use of personal information.
- All users have the right to erasure of their data.