

Google Workspace for Education

School action: **CONSENT** required

Assessment Outcome: Low Risk

G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).



Service Summary

Version:	Free
Tags	Collaboration tools; File storage and/or sharing; Classroom management; Digital portfolio; Communication tools; Online meetings / Video conferencing
URL:	https://edu.google.com/intl/en_au/
Purpose of Use:	This service is a suite of in-class productivity tools built for teaching and learning. This review encompasses the following services: Google Gmail, Google Drive, Google Classroom, Google Assignments, Google Calendar, google Jamboard, Google Keep, and Google Sites.

Consent information and hosting

Data Hosting:	Offshore (outside Australia)
Data Classification:	<input checked="" type="checkbox"/> Non – personal identifying information <input checked="" type="checkbox"/> Personal identifying information <input type="checkbox"/> Sensitive Information
Parent/carers consent:	<input checked="" 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, videos, work are uploaded and published to the service. <i>Note: Ensure Permission to publish students images and work for school purposes has been obtained from parents before using this aspect of the service.</i>

Age Restriction: None

Actionable treatments

Risk	Treatment
Account registration is required to access this service.	<ul style="list-style-type: none">• Ensure only mandatory fields are completed when registering accounts.• Do not use organisational passwords when registering an account.
Use of forms/surveys may result in the unauthorised collection, over the collection, storage, and/or disclosure of personal, sensitive information (e.g., when contact information is uploaded for distribution purposes or via responses). Data may be subject to misuse, interference, loss, unauthorised access, or modification.	<ul style="list-style-type: none">• Select or design questions or response fields to limit the collection of personal, sensitive information.• Only collect information that is reasonably necessary to fulfil the purpose of use.

Consent information for parents/carers

Name of Service:	Google Workspace for Education	Data Location:	Offshore (Outside Australia)
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Information Disclosed:	<ul style="list-style-type: none">• Student name• Student work/content	<ul style="list-style-type: none">• Student email• Student photos or videos	
Website:	https://edu.google.com/intl/en_au/		
Terms of Use:	https://policies.google.com/terms?hl=en		
Privacy Policy:	https://policies.google.com/privacy?hl=en		

Date of Assessment: December 2019