Seesaw

Keeps everyone in the learning loop

DPIA Template for Seesaw Learning, Inc. ("Seesaw")

This template is an example of how you can record your DPIA process and outcome when evaluating Seesaw. This template is from gdpr.eu, and was created by the UK's Information Commissioner's Office. It follows the process set out in the GDPR's DPIA guidance, and should be read alongside that guidance and the Criteria for an acceptable DPIA set out in European guidelines on DPIAs.

You are responsible for reviewing and editing this template as necessary for your purposes, and are responsible for ensuring any blank sections or questions left unanswered are completed with details specific to your school. These include "Submitting controller details", your stakeholders in "Step 3: Consultation process", any additional information for Steps 5 and 6, as well as completing "Step 7: Sign off and record outcomes".

Submitting controller details

Name of controller	
Subject/title of DPO	
Name of controller contact /DPO (delete as appropriate)	

Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.
Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students "show what they know" using photos, videos, drawings, text, PDFs, and links. It's simple to get student work in one place and share it with families.   Seesaw's website is located at: https://web.seesaw.me/   Seesaw's web app is located at: https://app.seesaw.me/#/login   We have identified the need for a DPIA because Seesaw will be collecting and processing children's personal data through the platform.

Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

The below information is from Seesaw's Privacy Policy (https://web.seesaw.me/privacy-policy)

What Information Does Seesaw collect?

Account Information: When you create an account on Seesaw we collect your name, email address, password, and optional profile picture. Seesaw may also collect your phone number if you enter it in your Account Settings. Teachers using Seesaw may add a Family Member's email or phone number to Seesaw in order to send messages or updates about school work. We do not collect student phone numbers.

Students are not permitted to create an account by themselves but must be invited to a Seesaw class by a teacher or school administrator. Where students have permission to use Seesaw, Seesaw collects personally identifiable information that is necessary to provide the Service, including a student's name, email address, and optional profile picture. This information may be entered by a teacher or the student or populated from the student's account with a third-party sign-in service, such as their Google account.

Users can make changes to their profile, messaging preferences, and other account details in Account Settings.

Journal Content: Seesaw collects content that is added to a class or student journal. This content may include photos, audiovisual content (including from your device's camera, microphone, or photo/video library), drawings, files, notes, hyperlinks, and other ways of documenting student learning. We regularly add types of information that can be uploaded to a Journal, and these are all covered by this Policy. We also collect comments on posts in the class and student journals, including text and voice recordings. Journal Content that is uploaded by a student or teacher may be considered a student education record as defined by FERPA.

Messages: Seesaw collects all messages that are sent and received in Seesaw. Messages may include text, audio, video, photos, drawings, files, notes, hyperlinks, or other information.

Activities: Teachers may use Seesaw to create activities to use with their students. Activities may include text or voice instructions for how to complete the activity, an example of a correct response, or a template for students to edit.

Activity Author Profiles: Teachers who choose to publish their activities to the Community Activity Library or the Activity Library managed by their school or district can also create an Activity Author Profile. This includes the name and profile picture they choose to publish on their Author Profile, as well as their school name and location.

Communications: Seesaw collects any information you send to us directly, such as email, phone, or chat communications, or through your responses to our optional surveys.

Information from your Google Account or other Third-Party Sign-in Service: Seesaw allows school administrators, teachers, Family Members, and students (after being invited by a teacher) to sign up for and log into our service using a Google or Clever Account. Teachers can also create student accounts on behalf of students in their class. When you create a Seesaw account using one of these Third-Party Services, we use the name, profile picture, and email address (if available) provided by these services. Seesaw does not share your information with these services.

Log Data: When you use Seesaw or visit our website, we receive log data such as your IP address, cookie identifiers, browser type, operating system, device information and identifiers, and your mobile carrier. In addition, we may receive or collect additional information such as the referring web page, referring search terms, pages visited, and other information about your interactions with Seesaw.

How does Seesaw use this information?

Seesaw uses this information to:

- Allow you to access and use the Service by verifying your identity and storing your Journal Content, Activities, and Messages.
- Provide support to teachers, school administrators, and Family Members.
- Provide school administrators with information about how Seesaw is performing in their school(s).
- If you've enabled notifications, notify you about activity on and updates to your account or your student's account.
- Research, understand, and analyze user trends to improve and develop new features for our products.
- Promote and advertise the Services and enhancements to Seesaw relevant for teachers, schools, and families.
- Investigate, prevent, and detect activities on our service that we believe may violate the law, applicable regulations, or Seesaw policies. We may, at the request of a school, investigate accounts to determine whether they comply with school policies.

You can withdraw consent for the collection of your Personal Information at any time, but you will no longer be able to use Seesaw.

How do you use Cookies?

Cookies are small text files that we transfer to your web browser that allow us to identify your web browser and store information about your account. We use these cookies to keep you logged into Seesaw, customize your Seesaw experience, understand how you use Seesaw, and promote Seesaw to relevant teachers and schools. You can choose to remove or disable cookies via your browser settings. Please be aware that Seesaw may not work properly if you disable or decline all cookies.

How does Seesaw handle data from International customers?

By default, any Personal Information that you provide to Seesaw may be hosted on servers located in the United States. If your school or district has purchased Seesaw for Schools, your school or district can choose to store all data associated with your Seesaw for Schools account in a different supported country. By participating in Seesaw for Schools, you consent to allow your school or district to determine where to store your data. Please contact your Seesaw for Schools administrator to find out where your data is stored.

When transferring any Personal Information outside of the EU, UK, or Switzerland, we comply with applicable laws to ensure an adequate legal basis exists for said transfer. To view our Data Processing Agreement and standard contractual clauses, please visit https://web.seesaw.me/dpa.

In certain situations, we may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

Seesaw commits to resolve complaints about your privacy and our collection or use of your Personal Information transferred to the United States pursuant to the Data Processing Agreement. European Union, UK, and Swiss individuals with inquiries or complaints may first contact Seesaw by email at privacy@seesaw.me.

Seesaw has further committed to refer unresolved privacy complaints under the Privacy Shield Principles to an independent dispute resolution mechanism, the BBB EU PRIVACY SHIELD, operated by BBB National Programs. If you do not receive timely acknowledgment of your complaint, or if your complaint is not

satisfactorily addressed, please visit https://bbbprograms.org/privacy-shield-complaints/ for more information and to file a complaint. This service is provided free of charge to you.

Seesaw complies with the EU-U.S. Privacy Shield Framework and Swiss-U.S. Privacy Shield Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information transferred from the European Union and Switzerland to the United States. Seesaw has certified to the U.S. Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the terms in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern. To learn more about the Privacy Shield program, and to view our certification, please visit https://www.privacyshield.gov/

With respect to personal data received or transferred pursuant to the Privacy Shield Frameworks, Seesaw is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In cases of onward transfer to third parties of data of EU individuals received pursuant to the EU-US and the Swiss-US Privacy Shield, Seesaw is potentially liable.

If your Privacy Shield complaint cannot be resolved through the above channels, under certain conditions, you may invoke binding arbitration for some residual claims not resolved by other redress mechanisms. See Privacy Shield Annex 1 at https://www.privacyshield.gov/article?id=ANNEX-I-introduction.

Account Suspension and Termination

If you would like to delete your Seesaw account or delete your child's Seesaw account, follow these steps or contact Seesaw by submitting a request here. If you request that your account or any content submitted to Seesaw be deleted, Seesaw may still retain information as needed to provide customer support and prevent accidental deletion, or as required or permitted by law. If you terminate your account, all of your data will be unavailable to you immediately, but be aware that Messages and Journal Content with others in which you participated will remain available to those other users.

If your school or district has purchased Seesaw for Schools and the school or district ends their contract with Seesaw and requests deletion of accounts, we will attempt to notify impacted users by email or another method and provide the option for users to establish or maintain an account with Seesaw for the purpose of storing student-generated content.

If you are a teacher or school administrator within the US, please be aware that FERPA requires Seesaw to retain student education records once a valid request to inspect those records has been made.

Seesaw's Subprocessors

Seesaw uses a handful of third-party subprocessors - other companies that we share information with to help us do business. These companies help us do things like manage our data centers to make sure Seesaw is reliable and fast or provide software that powers our customer support. Our subprocessors have signed a Data Protection Agreement with us, which stipulates that any data we share with them will be used exclusively to provide services to us and not for any other purposes. We currently use the following subprocessors. Seesaw's subprocessors can be found at https://web.seesaw.me/subprocessor.

You can subscribe to an RSS feed to be notified when Seesaw adds new subprocessors. Add https://web.seesaw.me/subprocessor into an RSS Feed Reader to monitor updates.

High Risk Processing

Seesaw collects PII from adults and students and this processing is higher risk. Seesaw outlines how they keep data safe [here](). We have considered the risk and adequate protections exist to keep our data safe.

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

What Information Does Seesaw collect?

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Students are not permitted to create an account by themselves but must be invited to a Seesaw class by a teacher or school administrator. Where students have permission to use Seesaw, Seesaw collects personally identifiable information that is necessary to provide the Service, including a student's name, email address, and optional profile picture. This information may be entered by a teacher or the student or populated from the student's account with a third-party sign-in service, such as their Google account.

Users can make changes to their profile, messaging preferences, and other account details in Account Settings.

Journal Content: Seesaw collects content that is added to a class or student journal. This content may include photos, audiovisual content (including from your device's camera, microphone, or photo/video library), drawings, files, notes, hyperlinks, and other ways of documenting student learning. We regularly add types of information that can be uploaded to a Journal, and these are all covered by this Policy. We also collect comments on posts in the class and student journals, including text and voice recordings. Journal Content that is uploaded by a student or teacher may be considered a student education record as defined by FERPA.

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Communications: Seesaw collects any information you send to us directly, such as email, phone, or chat communications, or through your responses to our optional surveys.

Information from your Google Account or other Third-Party Sign-in Service: Seesaw allows school administrators, teachers, Family Members, and students (after being invited by a teacher) to sign up for and log into our service using a Google or Clever Account. Teachers can also create student accounts on behalf of students in their class. When you create a Seesaw account using one of these Third-Party Services, we use the name, profile picture, and email address (if available) provided by these services. Seesaw does not share your information with these services.

Log Data: When you use Seesaw or visit our website, we receive log data such as your IP address, cookie identifiers, browser type, operating system, device information and identifiers, and your mobile carrier. In addition, we may

receive or collect additional information such as the referring web page, referring search terms, pages visited, and other information about your interactions with Seesaw.

How does Seesaw handle abandoned accounts?

Seesaw reserves the right to permanently delete accounts that have not been accessed by the account holder for a period of more than one year. Seesaw will permanently delete an account that has not been accessed by the account holder for more than seven years, except where we are required to keep the information for legal or compliance purposes. Prior to permanently deleting an abandoned account, Seesaw will attempt to notify the account holder by email.

Account Suspension and Termination

If you would like to delete your Seesaw account or delete your child's Seesaw account, follow these steps or contact Seesaw by submitting a request here. If you request that your account or any content submitted to Seesaw be deleted, Seesaw may still retain information as needed to provide customer support and prevent accidental deletion, or as required or permitted by law. If you terminate your account, all of your data will be unavailable to you immediately, but be aware that Messages and Journal Content with others in which you participated will remain available to those other users.

If your school or district has purchased Seesaw for Schools and the school or district ends their contract with Seesaw and requests deletion of accounts, we will attempt to notify impacted users by email or another method and provide the option for users to establish or maintain an account with Seesaw for the purpose of storing student-generated content.

If you are a teacher or school administrator within the US, please be aware that FERPA requires Seesaw to retain student education records once a valid request to inspect those records has been made.

The number of individuals affected is the number of teachers, students, and administrators at our school who will be using Seesaw accounts.

Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?

The individuals that would have data processed are individuals associated with our school. This includes teachers, administrators, and students. Family members of students can also choose to connect to Seesaw.

Our school is the data controller, and retains control over data shared with Seesaw as outlined in Seesaw's DPA found at https://web.seesaw.me/dpa.

Seesaw does not use data for any purposes other than to provide the services to the school, as outlined in Seesaw's Terms of Service and Privacy Policy.

The GDPR and the Seesaw Terms of Service require that schools get parental consent before using Seesaw with students. Seesaw provides a sample consent form for schools to use in order to get parental consent.

Seesaw is GDPR compliant and takes protecting security and privacy seriously. Seesaw has put a number of measures in place to protect the integrity of your information, which can be found here. Seesaw also follows industry standards practices with regards to processing user data.

Seesaw complies with FERPA, COPPA, GDPR, MFIPPA, and the Australian Privacy Act. Seesaw has also signed the National Data Privacy Agreement and the Student Privacy Pledge, and their policies are among the most highly rated by Common Sense Media, an independent third party.

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

Seesaw is the most intuitive, robust and easy to use cloud-based K-5 digital portfolio in the education space. Seesaw is used in 1 in 2 US schools, and by millions of students, teachers, and families in over 150 countries. Seesaw allows students and teachers to document learning with a variety of powerful and intuitive built-in tools, like draw+record, collage, video, pictures, files, links, audio and more - students of all ages are able to add any art artifacts or work in progress to Seesaw (whether by taking pictures or video of physical work, importing digital artwork created in other apps/tools, or creating the art directly in Seesaw).

Seesaw's tools are intuitive, open-ended, and meet students where they are, so students at all levels have more options to showcase their creativity. Students can use a full-screen canvas, expressive pens, labels, shapes, Multipage, and more to demonstrate and create artwork, all within Seesaw.

Students create a portfolio they are proud to show others and families gain a window into their student's learning like never before. Families can easily connect to their child's journal and get notified instantly when their child adds work to their Seesaw portfolio (teachers can approve entries before the work is shared with family members). Seesaw has a built-in translation tool so families who speak a different language at home can easily stay connected to their child's work and communicate with school staff. Teachers, admins, students, and families can comment and like student work as well as make notes around student work as needed.

Teachers have the ability to organize content as well as search a robust library of art activities that can align with customizable learning standards. Teachers will save time with assessments and gain a deeper understanding of their student's thinking and progress.

Seesaw is used daily around the world on all types of devices, laptop or tablet - including iPads, Chromebooks, PC, and Android devices - and allows students to store and document an unlimited amount of work throughout their journey in your learning community (per year, and year-over-year).

Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

European Union privacy laws (known as the GDPR) and the Seesaw Terms of Service require that schools get parental consent before using Seesaw with students. Seesaw provides a sample consent form for schools to use.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

These are two of the common bases schools use to allow the processing of student data:

- Parental consent: Because Seesaw doesn't always have a direct relationship with parents, they ask that teachers and schools obtain parental consent either as part of a school wide consent that includes Seesaw, or through this sample consent form.
- Legitimate Interest: The school's Data Protection Officer may determine that legitimate interest is the legal basis that permits us to collect and transfer student data to Seesaw to process and provide the service

Our dedicated Customer Success Manager at Seesaw as well as our school dashboard within Seesaw can provide data on how Seesaw is working in our school and can use this to evaluate success. The Analytics Tab allows us to measure tech use and family engagement at our school. Seesaw Analytics can help you understand if and when our students and teachers are using the technology resources we've invested in. We can use this data to show that our school is getting the most out of our technology investment as a whole. We can also understand in real-time if we're meeting our family engagement goals for our school and understand Seesaw's impact on improving the home-school connection at our school. More information can be found here.

Seesaw makes it easy for customers to sign and submit their Data Processing Agreement (DPA). The DPA helps meet onward transfer requirements under the GDPR. The DPA is pre-signed by Seesaw. The DPA can be found at https://web.seesaw.me/dpa. Seesaw utilizes Standard Contractual Clauses ("SCCs") for transfers of personal data out of the EU, UK, and Switzerland, which are a data transfer mechanism favored by the Court of Justice of the European Union.Seesaw also offers an optional service for Seesaw for Schools customers to have data stored outside the United States in Australia, Europe, United Kingdom, or Canada. Find more information about Seesaw for Schools here.

As stated in the DPA, Seesaw shall process Customer Data only for the purposes described in the DPA and only in accordance with Customer's documented lawful instructions. In addition, the data importer agrees to provide the minimum amount of information permissible when responding to a request for disclosure, based on a reasonable interpretation of the request. Seesaw collects the minimum data necessary to provide the services. Our school administrator can request deletion at any time (e.g. deleting specific users or classes from previous years). In addition, we can request data exports to confirm the quality of the data and make any necessary changes.

Individuals are given information about Seesaw's processing through their online Privacy Policy which users are asked to review when they create an account. Seesaw's cookie policy within the Privacy Policy contains information about cookies used on their website. This is accessible through their cookie consent tool. Seesaw explains individuals' rights in the privacy notice and includes an email address which individuals can use to contact us with any questions about their rights and to exercise their rights. Our school's team members who deal with queries on data protection matters and requests to exercise data subject rights have received basic training on dealing with requests and are familiar with the guidance produced by the ICO.

We can write to gdpr@seesaw.me or privacy@seesaw.me with any GDPR or Privacy related questions or concerns.

Seesaw's MSA can be found at: https://web.seesaw.me/msa, and DPA can be found at https://web.seesaw.me/dpa.

See section 7 in the DPA for information about international transfers: https://web.seesaw.me/dpa

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
	Remote, possible or probable	Minimal, significant or severe	Low, medium or high
Personal data from our students is stolen in the event of a data breach Potential impact: personal information is passed on to be used by others in inappropriate ways	Remote		Low
Data Subjects not expecting data to be processed in this way Potential Impact: personal information is processed without data subjects completely informed	Remote		Low

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5				
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved

		Eliminated reduced accepted	Low medium high	Yes/no
Personal data from our students is stolen in the event of a data breach	• Students are added to the Seesaw system with first name and last initial only. • Use of MultiFactor authentication for accounts		Low	
Data Subjects not expecting data to be processed in this way	• Privacy policy to keep parents and staff informed. • Send Seesaw consent form to families of students		Low	

Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion

Residual risks approved by:		If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:		DPO should advise on compliance, step 6 measures and whether processing can proceed
Summary of DPO advice:		
DPO advice accepted or overruled by:		If overruled, you must explain your reasons
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will kept under review by:		The DPO should also review ongoing compliance with DPIA