



Student Data Policy

MyWorks Student Data Policy

MyWorks is designed to be used by students and teachers, with students identified by their first and last name (and, if desired, year and class). We also suggest providing an e-mail address as each student's username, to ensure they are set up as a unique user on the system.

Data Storage

All names and e-mail addresses provided are kept on a secure database and server, and are only accessible to other teachers/administrations at the original institution and to Boardworks employees with the necessary privileges. We also store the marks achieved by students in the quizzes; these are only accessible to other teachers at the same institution.

Contact

We never contact students' directly, except when you or they request that a password is reset, or they are added to a new subscription.

When students need their password resetting, they will receive an automated email telling them that their password has been reset and what it has been reset to. If added to a new subscription, students will receive an automated welcome email letting them know their login details. On no occasion do we disclose student information to other parties. Our understanding is that schools are permitted to pass on student names and e-mails to us, on the basis that that they are doing so to further the educational needs of their students.

Username Alternatives

If you wish to use MyWorks without providing student names or e-mail addresses, it is possible to set users up on the system with alternative names, e.g. colours, animals, capital cities or a numeric code. If using usernames that are not e-mail addresses, it is possible for you to reset the password for all students (and for them to then set their own password to something more memorable when they first login).

If you have any further queries about our data policy, please do not hesitate to email us at **customer.services@boardworks.co.uk**