

# HOW TO PUT PRIVACY FIRST

## WHEN YOU TEACH ONLINE

As we move our teaching online, here are a few things to consider that will help you protect your students' information.

## KNOW YOUR PLATFORM

We support SUNLearn, SUNStream, SUNOnline, and Microsoft Teams. We offer tech support and we know that the information shared there is secure.

## SET CLEAR GUIDELINES

Make sure your students know who may share info, when, and how.

## THINK PRIVACY

What info are you asking students to expose to each other?

## LET THEM OPT OUT

If you use an unsupported platform, students must be able to opt out and you must deliver the content to them in an alternative way.

## STICK TO YOUR GOAL

If your main reason for having student data is to teach, you cannot use the data for anything else, including research. Contact the Research Ethics Committee for more information.

## ASK IF YOU ARE UNSURE

The Information Governance team is ready to help you protect your and your students' personal information. Contact us at [privacy@sun.ac.za](mailto:privacy@sun.ac.za) or visit [www.sun.ac.za/privacy](http://www.sun.ac.za/privacy).

