

# Honorlock Q&A from Academic Senate Policy Committee - 10/31/24

## What information does Honorlock pull from users' computers?

Browser info (browser and version) and software (MacOS or Windows), IP Address, Web Traffic while a student is in an active exam session and extension data.

## What is Honorlocks definition of Sensitive data?

Honorlock collects the student's name, school ID, email address, connection information, and images of their face and identification card (if that setting is enabled on an exam). We also store the video/audio of their proctored exam session and collect information about the instructor (name and email address) and their proctored exams. Image included below outlining why these are collected.

Data	Use
Student name, email, ID	Identification of the student taking an exam
Student connection information	Identification of student location and computer/browser information while taking the exam session
Student face photo/ID images	Identification of the student taking the exam
Student webcam recording	Proctoring the exam and analyzing their session
Instructor name and email address	Assigning exam information and communication to the proctoring system
Instructor exam and course information	Proctoring the exam to the student in the course
School LTI keys and instructor OAuth keys	LMS integration and authentication

## Does Honorlock store sensitive data like personally identifiable information?

Yes, we store names and test data for the duration of the school's set data retention policy.

## Where does it store it and how do they protect the data?

Honorlock stores information for 12 months (time frame may differ based on the Master Service Agreement with your academic institution) and then purges that data. Honorlock, as an AWS partner, follows federal NIST 800-88 guidelines for proof of data/drive destruction. Data being stored is encrypted. All data is secure using industry standards with AES-256 block encryption.

## What does Honorlock do with information it accesses?

All data is securely encrypted and stored for 12 months per the data retention policy. It is the institution who is the owner of any data collected. We never sell or share the data with anyone other than the school. The data is stored and is available for faculty and administrators to access via the Honorlock LTI.