

# Microsoft Clipchamp

<b>Part 1</b>	
<b>Resource Type (Digital or Application)</b>	Application
<b>Application/Software Title (with links)</b>	Microsoft Clipchamp <a href="#">Online video editor by Microsoft Clipchamp</a>
<b>Developer/Vendor</b>	Microsoft
<b>Privacy Policy, Terms of Use (Links)</b>	<a href="#">Microsoft Privacy Statement – Microsoft privacy</a> <a href="#">Microsoft Terms of Use   Microsoft Legal</a>
<b>Description of Application and its Educational Value (Refer to "About Us" page, if applicable) What is the initiative? Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, how it works, who is involved and when or how long your initiative runs.</b>	<b>Microsoft Clipchamp</b> is a browser-based video editor that empowers users to create professional-quality videos with intuitive tools and cloud-based performance. It supports digital literacy and creative expression in education by enabling students and educators to produce multimedia content easily and securely, aligned with Microsoft's privacy and safety standards.
<b>Part 2</b>	
<b>Is this initiative a data-linking program under FOIPPA?</b> <i>If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A <a href="#">data linking program</a> is when multiple distinct data sets are used in conjunction with each other. (E.g. MyED information used in School Messenger)</i>	No
<b>Is this initiative a common or integrated program or activity (CIPA)?</b> <i>If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A <a href="#">CIPA</a> is a program or activity that provides one or more services through a public body either working collaboratively or on behalf of other public bodies or agencies.</i>	No
<b>What <u>Personal Information</u> (PI) is involved?</b> <i>List all the PI elements that will be collected, used, and/or stored through the use of this app by (but not limited to): students, staff, parents, and vendors, even unintentionally. If the answer is 'none', then skip to PART 5 and submit this PPIA to the Privacy Officer for completion.</i>	<ul style="list-style-type: none"> <li>Identifying information (Full name, age or birthdate, email address, phone number, mailing address, school affiliation, login credentials, preferred language)</li> <li>Content &amp; Media data (uploaded videos, images, audio, text, and metadata files)</li> <li>Device information (IP address, device/browser type, location, cookies)</li> <li>Payment information (Credit card, transaction records, billing address)</li> </ul>
<b>Use</b> <i>What is the PI used for (purpose)?</i>	<ul style="list-style-type: none"> <li>Microsoft and Clipchamp use personal information to deliver services, personalize</li> </ul>

<p><i>Will the PI be used to make decisions that directly affect individuals? Does the vendor/provider use collected PI for other purposes, e.g., to advertise its services to students, teachers or parents?</i></p>	<p>experiences, improve performance, and ensure security across their platforms.</p> <ul style="list-style-type: none"> <li>For K–12 users, Microsoft does not use personal data for advertising or behavioral targeting and limits profiling to educational support only.</li> <li>PI may influence access, AI-driven features, and service decisions, but Microsoft commits to strong privacy protections, especially for students.</li> </ul>
<p><b>Disclosure</b></p> <p><i>Who will/might access the PI?</i></p> <p><i>How might the vendor/provider share the collected PI? What disclosure to 3rd parties might occur (which 3rd parties) and the type of PI being disclosed/shared. How might disclosed PI be used (see above)?</i></p>	<ul style="list-style-type: none"> <li>Microsoft personnel, school administrators, and approved third-party service providers may access personal information (PI) in Clipchamp strictly for service delivery, support and maintenance, and educational management.</li> <li>PI may be shared with Microsoft affiliates, contracted service providers (e.g., cloud hosting, analytics), and integrated platforms like OneDrive or YouTube, if connected by the user.</li> <li>Disclosed PI is used for operating and improving services, ensuring security, and supporting education—but Microsoft does not use student PI for advertising or behavioral profiling.</li> </ul>
<p><b>Security</b></p> <p><i>Describe the measures put in place, including those implemented internally and by the provider, to secure the PI and to prevent unauthorized access to the PI. Describe the technical and physical measures in place to protect the PI.</i></p>	<ul style="list-style-type: none"> <li>Microsoft uses encryption (in transit and at rest), secure sign-in (SSO), and role-based access controls to protect personal information (PI) in Clipchamp for K–12 users.</li> <li>Only authorized Microsoft personnel, school IT administrators, and approved service providers can access data under strict, role-based access policies.</li> </ul>
<p><b>Part 3</b></p>	
<p><b>Will any PI be stored outside Canada?</b> <i>Yes or No. If No, skip to PART 4</i></p>	<p>Yes</p>
<p><b>Is any of the PI '<u>sensitive</u>'?</b> <i>Click on link above to determine if PI is considered sensitive</i></p>	<p>It may – student-created videos and recordings can include sensitive PI.</p>
<p><b>Where is the PI being stored?</b> <i>Where, what regions are the PI being stored in, including backups. What hosting providers are being used?</i></p>	<p>Personal data collected by Microsoft may be stored and processed in your region, in the United States, and in any other jurisdiction where Microsoft or its affiliates or service providers operate data centers. Microsoft maintains major data centers in countries including Canada, United States, United Kingdom, Germany, France, Australia, India, Japan, etc.</p>
<p><b>Part 4</b></p>	
<p><b>Ownership and Retention of PI</b> <i>Who owns the PI, according to applicable contracts/agreements. Describe the provisions,</i></p>	<ul style="list-style-type: none"> <li>The school or educational institution owns the personal information (PI); Microsoft acts as a</li> </ul>

<p><i>controls and guarantees in place on the retention of PI: storage before expiry, backups, destruction/deletion of PI</i></p>	<ul style="list-style-type: none"> <li>data processor and does not claim ownership of student or staff data.</li> <li>Microsoft retains customer data for a 90-day “retention period” after subscription expiration (during which the customer can export data). After that, Microsoft deletes the data (including backups) and disables the account, generally within 180 days total.</li> <li>For deletion and disposal, Microsoft uses secure overwriting, purging, and hardware destruction consistent with standards (e.g. NIST SP-800-88) to ensure data cannot be recovered once erased.</li> </ul>
<p><b>Accuracy of PI</b> <i>Describe the provisions that allow individuals to request corrections to their PI held within the application/service</i></p>	<p>Individuals can request corrections to their PI by contacting Microsoft through the privacy dashboard or support channels.</p> <p><u><a href="#">Privacy support and requests</a></u>  <u><a href="https://aka.ms/privacyresponseother">https://aka.ms/privacyresponseother</a></u></p>
<p><b>Part 5</b></p>	
<p><b>Recommendation</b> <i>Recommendation for Approval, Abeyance/Suspension (pending further review) or Rejection, based on a review and assessment of Privacy Risk. For an approval, provide any applicable conditions of use and/or other risk mitigation measures advised to achieve an acceptable level of privacy risk</i></p>	<p><b>Approved.</b></p>
<p><b>PIA Version</b></p>	<p>1.0</p>
<p><b>Date Created</b></p>	<p>11 October 2025</p>