

Centre Privacy Policy

This policy explains how and when our Centre collects personal information, what we do with it and your right to see or change it.

Purpose

The purpose of this privacy policy is to let users of our Centre's website and/or other online sites (e.g. the centre's Facebook or Instagram pages), know when we collect personal information and what we do with it.

We don't use, share or transfer personal information in connection with these online pages, except as set out in this policy, or as otherwise set out somewhere on the sites (including in terms linking to the site).

Collection, storage and use of personal information

No need to disclose personal information

You can use these online pages — including completing user research tasks — without disclosing any personal information.

Your disclosure of personal information

You may choose to disclose personal information to us when you give feedback or in submission forms. This information can be viewed by site administrators, including certain Support Office staff and sometimes third-party contractors who administer or work on the site, or who work on special projects with us.

Please do not send us sensitive personal information or include any sensitive personal information in submission forms.

Holding of information

If you provide personal information, it is held securely by the Centre Manager or Administrator and/or certain Support Office staff. It may be shared with third-party contractors to the extent necessary for them to administer or work on the site, or to work on special projects with us. Email addresses are not made available to the public. Unless required by law, we won't publicise the names or email addresses of individuals who provide feedback to us or who provide us with submission forms without their consent.

Use of personal information

We'll only use personal information provided to us for the purpose of:

- administering, evaluating and improving our sites

- improving our services, and
- communicating with you, including responding to your feedback and information provided in submission forms.

Feedback

Feedback is important and is used to evaluate and improve our sites or service. If you provide feedback by email, that feedback is sent to appropriate Centre and/or Support Office staff. We may pass on relevant comments to other appropriate people within the business. This could include your email address and other identifying information that you've provided.

Submission forms

If you provide us with a submission form, that submission form will be sent to appropriate Centre administration or Support Office staff. We may pass on relevant content from that submission form to other people within the organisation or third parties who administer or are participating in the particular project or consultation that the submission form relates to. This could include your email address and other identifying information.

Statistical information and cookies

Statistical information collected

We may collect statistical information about your visit to help us improve the site. This information is aggregated and doesn't identify you personally. It includes:

- your IP address
- the search terms you used
- the pages you visited on our site and the links you clicked on
- the date and time you visited the site
- the referring site (if any) from which you clicked through to this site
- your operating system, for example Windows XP, Mac OS X
- the type of web browser you use, such as Internet Explorer, Chrome or Mozilla Firefox
- other things like your screen resolution and the language setting of your browser.

Use of statistical information

The statistical information referred to above can be viewed by site administrators and certain other Support Office staff.

Cookies & Pixels

Cookies

This site generates persistent session cookies (that is, they have an expiry date and are removed on that date) for the purpose of monitoring site usage. The cookies don't collect personal information. You can disable them or clear them out of your web browser without affecting your ability to use the site.

Facebook Pixels & targeting

Our website also contains a Facebook pixel for the purpose of monitoring site usage and Facebook targeting. A pixel does not collect personal information, however does enable us to target visitors, or other users with similar profiles for the purpose of marketing information about our centre.

Whenever Facebook targeting is used, details are used at an aggregate level and do not identify you personally. We will not send you any direct marketing email, from us or any third-party on our behalf, unless you have given explicit consent for us to do so.

Records and disclosure statement

Correcting your personal information

Your rights

Under the Privacy Act 1993, you have the right to access and ask us to correct any of your personal information provided to the Centre or Support Office in connection with your use of this site.

Contact us if:

- you would like to see or change your personal information that has been stored, or
- you have any concerns regarding your privacy.

The Centre or Support Office may require proof of your identity before being able to provide you with any personal information. You are welcome to contact the Centre

If you have a privacy complaint

If you're not satisfied with our response to any privacy-related concern you may have, you can contact the Support Office on 09 600 8141 or info@provincialeducation.co.nz.