

Privacy Policy

He kura te tangata.
(Our humanity is precious.)

NELP: Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying.

We are committed to the value of manaakitanga which includes the respect of personal information. Below we have outlined how Lynn Rupe trading as Educating Hearts and Minds has interpreted and will adhere to the privacy principles found in the Privacy Act 2020:

1. Purpose of collection of personal information
2. Source of personal information
3. Collection of information from the subject
4. Manner of collection of personal information
5. Storage and security of personal information
6. Access to personal information
7. Correction of personal information

TYPES OF PERSONAL/CENTRE INFORMATION WE COLLECT

We may collect the following types of personal information:

- Name
- Contact information
- Job title
- Teacher registration status
- Information that is publicly available through agencies such as MoE, ERO or Teaching Council Aotearoa.
- Bank account details for electronic funds transfer payments
- We only collect personal information when necessary to carry out our mahi with kaiako and centres.

Information gathered on tamariki

Data collected for the purposes of education of kaiako that aligns with our mahi will be done so with the consent of the early childhood settings, the kaiako and whānau. This might include learning stories, photographs or evidence of teaching and learning practice.

PURPOSE

- We will only use and share personal information where necessary to carry out our function as professional learning providers and mentors. Our first priority is always the safety of the mokopuna (see our Child Protection Policy)
- Information may be collected either directly, or from other agencies such as Ministry of Education and Education Review reports to support our mahi.
- Identifying and locating customers
- On behalf of a third-party client, when EHM is contracted to manage and operate events and programmes.

SOURCE

We collect information through:

- data collection activities: surveys and e-reporting
- EHM electronic form website enquiries
- customer electronic form website enquiries
- email correspondences
- events registration tools
- lists provided by third parties eg. MoE
- marketing activities
- telephone calls, through notes arising from calls and through recording conversations where callers have been advised the recording is activated.

STORAGE

- We store our data (including your personal information) on secure information technology platforms.
- Information collected may be of importance for reporting to the Ministry of Education as a measure of accountability to the SELO contracts.

ACCESS AND CORRECTION

EHM takes all reasonable steps to protect personal information from loss and unauthorised access. EHM only retains personal information for as long as it is required for its business purposes or for as long as required by law, You can ask for a copy of your personal information and correct it at any time.

Third-parties

We use third-party providers to manage some of our engagement with teachers and centres such as for our monthly pondering (newsletter - provocation) and event registrations. Where we do this, the information you provide may also be collected and stored by those providers. We use the following third-party providers:

- Google Analytics (<https://policies.google.com/?gl=NZ&hl=en-GB>) for website interaction data
- Squarespace (<https://www.squarespace.com/privacy>)

Social media sites and third-party websites may store information overseas. None of the third parties have access to any personal information held on our systems.

During marketing campaigns, pānui or event registration there is an option to be removed from mail lists and/or removal of personal information.

[Access to your personal information](#)

We make every effort to ensure the personal information we collect is accurate, complete, and as up-to-date as possible. The accuracy of information is partially dependent on the information provided to us directly. In our communication with kaiarataki and kaiako, we provide opportunities to advise us of any corrections needed to personal information.

Under the Privacy Act, people can request access to their personal or centre information held by us. People can ask us to correct any errors in the information that we hold.

If someone wishes to make a request under the Privacy Act 2020 for the information held about themselves please email: educatinghm@gmail.com

[How to make a privacy complaint](#)

If someone wishes to make a complaint about how we have breached a privacy principle or not upheld our commitment to manaakitanga in relation to their personal information, they can contact us in writing with details of their complaint to educatinghm@gmail.com

Complaints will be acknowledged within two working days. We will look into the details of the complaint and respond in writing as soon as possible, generally within 7 working days.

Alternatively, they may also complain to the Privacy Commissioner (<https://www.privacy.org.nz/your-rights/making-a-complaint/#contact>).

Upholding the Principles of Te Whāriki is important for kaiarataki, kaiako, tamariki and whānau. Dame Tilly Reedy said, the “whāriki woven by loving hands that can cross cultures with respect, that can weave people and nations together”. This only comes about when we respect and value he tangata, the people in all that we do.