

TE RITO MAIOHA EARLY CHILDHOOD NEW ZEALAND PRIVACY STATEMENT

If we collect your details it is to keep you informed about the early childhood education (ECE) sector including news about teaching programmes, professional development, the political and legislative environment, advocacy, events and current topics.

Your details are securely stored by our database service provider, Aspedia and are only made available to members of Te Rito Maioha Early Childhood New Zealand (ECNZ). However, your email address will not be made available to anyone without your express permission. You are welcome to update your email preferences under your account settings online or contact us at any time to access and update your personal information. We will endeavour to action your request within two working days. Write to us at PO Box 12 725, Thorndon, Wellington 6144 or send us an email.

The internet offers the chance to collect information about site users. This information can be personally identifiable information or aggregated information. However your privacy is important to us at ECNZ and we want to be sure that you understand the terms and conditions relating to the way in which we collect information and the use of that information. This Privacy Policy tells you what information we collect, what we do with it and your rights to view, correct or change it.

The Office of the Privacy Commissioner (<http://www.privacy.org.nz>) provides further details of the New Zealand Privacy Act and how it protects personal information in New Zealand.

The information we collect

ECNZ operates the websites www.ecnz.ac.nz. As part of our operations we may gather certain types of information about the users of our site:

- **Personally Identifiable Information:** this is provided by you (or someone authorised by you or your organisation) when you register for services that we may offer. Examples of these services could include email newsletters or events. Providing this information will always be optional for you. However, some services may not be available to you if you choose not to provide it.
- You can manage your email preferences by logging into your dashboard.
- **Aggregated Data:** this information is generated by our systems as they track traffic through our sites. This information does not identify you personally and is not linked to the personally identifiable information that you may have provided.

Who we share this information with

- The information may be hosted with a service provider. Our agreements with them protect the information that we collect from any unauthorised use.
- The aggregated data (not the personally identifiable information) may be shared with third parties such as preferred suppliers.
- Your personally identifiable information may be shared with third parties when we believe in good faith that we are required to do so by law.
- We only share your information with third parties if we have received your permission (usually at the time of collection).

What else we do with personally identifiable information

We have collected this information in order to provide the best possible service to you while you are visiting our site. To this end we may use the information that you provide for the following purposes:

- To verify your identity if you need help with a forgotten password or you are having login problems with one of our site services.
- To process any transactions that you might make on our site.
- To help provide any other services that you have requested.
- To offer the most relevant information suitable to you and your interests.
- For any marketing, promotional, publicity, marketing or market research that we might undertake.
- For any other purposes for which you have given permission.

Credit Cards

Credit cards are processed securely via the SecurePay Site. Credit card details will not be available to any ECNZ staff member. No payment details will be stored on our website (www.ecnz.ac.nz). They may be stored by SecurePay. Please visit www.securepay.com for further information.

What about cookies?

A cookie is a small file that resides on your computer and is recognised by our server when you visit our site. A cookie does not provide us with any personally identifiable information. It does provide details of your IP address, the computer platform that you use (eg Mac or Windows), the browser that you use (eg Chrome, Microsoft Explorer, Firefox, Safari) and what domain you are accessing our sites from.

We use Cookies to:

- Track traffic patterns to our site
- Ensure that the most relevant content is being shown
- Allow you to enter certain site member services without having to log in each time you visit

If you would rather we did not use cookies with you, you can refuse them by turning them off in your browser and/or deleting them from your hard drive. You will still be able to visit our sites.

What about third-party cookies?

Third-party vendors, including Google, use first-party cookies (such as the Google Analytics cookie) and third-party cookies (such as the DoubleClick cookie) together to inform, optimise, and serve ads on the internet based on someone's past visits to our website. Personally identifiable information is not stored by us or any third-parties.

You are free to opt out of Google's use of cookies by visiting Google's Opt Out Page. Alternatively, you can opt out of a third-party vendor's use of cookies by visiting the Network Advertising Initiative opt-out page.

What about our advertisers and preferred suppliers?

This Privacy Policy only relates to our sites. You should be aware that we are not responsible for the practices of our advertisers or preferred suppliers. Our site may contain links to other sites. You should check their privacy policies before providing personally identifiable information to them or any other third party.

Opting in and opting out

You have the option to opt in to certain services and to opt out of those services at any stage. This means you may change your mind at any stage about participating in any of our services.

Can we change this policy?

In order to reflect the fact that our world is constantly changing, we reserve the right to change this policy at any time. We will notify site users of any changes to the Privacy Policy.

Your right to access our information

The Privacy Act of 1993 gives you the right to access and correct your personal information. You can now manage your email preferences by logging into your dashboard. Or to find out more about how to do this, please email us at the ECNZ. Alternatively, mail your corrections for the attention of the Membership Advisor at the ECNZ, PO Box 12 725, Thorndon, Wellington 6144.