

Te Kete Hono Data Privacy Policy

This Privacy Policy was last updated on 7 November 2022

This Data Privacy Policy applies to Te Kete Hono's websites and web applications (together, the **Application**) and should be read in conjunction with the Application's Terms of Use also noted on the Application.

Te Kete Hono is committed to respecting and protecting the privacy of individuals' data who use its application.

By viewing and using the Application you will be deemed to agree to this Privacy Policy. If you do not agree to this Privacy Policy, please refrain from using the Application.

All capitalised terms that are used but not defined in this Privacy Policy will have the meaning given to them in the Terms of Use.

Te Kete Hono is committed to respecting and protecting the privacy of its users. We hold ourselves to a high standard of accountability precisely because we are engaged with young people and feel a special responsibility to ensure that their data related to their identity and learning is stored safely, protected from external risks and only used for the purpose of furthering their education and wellbeing. Please also see our Child Protection policy [here](#).

1. Collection of Information

1.1 We may gather information about you from the Application or directly from your School, Administrator and/or Parent (whichever is applicable). There are two types of information that we may gather:

(a) personal information provided by you, which includes, but is not limited to, your name, birthday, e-mail address, school, and any other personal information that you voluntarily give to us; and

(b) aggregated technical information automatically generated by our systems, which tracks traffic to the Application, including, but not limited to, the IP address used to connect your computer to the Internet, operating systems and platforms, pages you viewed or searched for, page response times, download errors, length of visits on certain pages, page interaction information, and any other such technical information relating to your use of the Application.

1.2 Failure to provide the necessary personal information when requested may result in certain services on the Application not being available to you.

2. Disclosure of Information

2.1 We will not disclose your personal information to any third party unless

- (a) you have given us permission to do so, in this Privacy Policy or otherwise and
- (b) we have assurance from the third party that the data will be used responsibly
- (c) the data is treated as confidential and shared only with people who have a genuine need to access it
- (d) Information is to be used to promote mana, prosperity and dignity rather than to cause stigma and embarrassment

2.2 We may disclose your personal information to:

- (a) your related School, Administrator and/or Parent (whichever are applicable to you) to allow them to review your use of the Application or if we believe that such disclosure is necessary to ensure your safe and proper use of the Application;
- (b) another school where reasonably requested by your related School, Administrator and/or Parents (whichever are applicable to you).

2.3 We may disclose to third parties:

- (a) any information that we gather about you if such disclosure is strictly necessary to provide you with the services offered by the Application;
- (b) aggregate tracking information and other information that does not personally identify you;
- (c) your personal information when we believe in good faith that we are required to do so by law; and
- (d) your personal information, provided we have your prior authorisation, which we will obtain at the time of collecting the information from you.

3. Use of Information

3.1 Generally, we will process and use the information we collect:

- (a) to verify your identity and assist you if you forget your password or login details for the Application;

- (b) to assist in providing the Application and its services to you;
- (c) to ensure you are using the Application safely and for its intended purpose;
- (d) for ensuring that you are shown the information that is most relevant to you and your interests; and
- (e) for any other use that you authorise.

3.2 If you are a Learner, information may be collected on the Application to help you, your Community of Learning (Kāhui Ako), your School, Administrator and/or Parent to:

- (b) record and analyze factors that lead to better Learner engagement
- (c) report to Parents;
- (d) strengthen the home-school partnership;
- (e) celebrate achievements and success in learning; and
- (f) enable learning management programmes.

4. Cookies and Tracking

4.1 We may use a "cookie" file containing information that can identify the computer you are working from. The cookie file is anonymous as it only gives us details of your IP address, the platform you are using, browser (e.g. Google Chrome, Safari, Microsoft Edge or other, plus the version of browser) and domain (whether you are accessing the Application from New Zealand or elsewhere).

4.2 We may use the information generated by cookies to:

- (a) track traffic patterns to and from the Application;
- (b) ensure any content is being shown to the most appropriate person; and
- (c) enable you to enter the Application and use certain services as a member without having to log on each time and to visit registered user only areas of the Application.

4.3 You can choose to refuse cookies by turning them off in your browser and/or deleting them from your hard drive. However, if you do not have cookies turned on then you may not be able to use any or all of the Application.

5. Opting in and Opting Out

If our intended collection, use or disclosure of your personal information is outside the collection, use or disclosure set out in this Privacy Policy we will give you the option to: (a) opt out and not receive certain services or participate in certain interactive areas; or (b) opt in to agree to be contacted by us in relation to certain matters such as notification of new features to the Application.

6. Changes

Any changes we make to our privacy policy in the future will be posted on this page, and where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

7. Holding, Correcting and Updating

Any personal information that you provide to us will be collected and held by us at our premises in New Zealand and/or at secure data centers (in New Zealand and/or overseas) that we use to provide the Application and its services. All information is kept only as long as it is useful.

If you are an individual, under the Privacy Act 1993, you have rights of access to and correction of your personal information that we collect.

8. Contact

We offer the ability to correct or change the information collected at any time and as often as necessary. If you have any questions about how our services work or regarding this statement, contact us by sending an email to support@teketehono.nz.

For information about New Zealand's Privacy Act 1993 and how it protects the personal information of individuals in New Zealand, [click here](#).