



## Privacy Policy

### 1.0 Privacy Notice:

Boost your Learning is committed to ensuring your privacy and ensuring that personal and sensitive information captured by our website [www.boostyourlearning.co.nz](http://www.boostyourlearning.co.nz) and our admin database is gathered in compliance with the Privacy Act 2020.

Our Privacy Notice, as outlined below includes details about the type of information we collect, how this information is used, stored and disclosed.

We may collect the following personal information from you when you enrol or enquire about our services:

- Your name
- contact information
- location
- billing or purchase information
- Information about your child's education, status and abilities
- Other information on voluntary customer surveys and promotional offers

We collect your personal information in order to:

- respond to enquiries and provide our services.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [amy@boostyourlearning.co.nz](mailto:amy@boostyourlearning.co.nz) or Boost Your Learning, Rutherford Street, Nelson, 7010

## **2.0 Website Privacy**

When someone visits our Website we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of our Website.

## **3.0 Cookies**

We use Google Analytics to help analyse use of our Website. This analytical tool uses “Cookies”, which are small txt files placed on your computer to collect standard internet log information and visitor behaviour information.

Our Website uses cookies for a number of purposes, for instance to enable us to identify which pages are being used, analyse data about web page traffic, build a demographic profile and improve our Website in order to tailor it to customer needs. Overall, cookies help us to provide you with a better website, by enabling us to monitor which pages you find useful and which you do not.

You can choose to accept or decline cookies. If you wish to decline cookies you can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our Website features may not function as a result.

## **4.0 Links to other websites:**

Our Website may contain links to the websites of our partner services, advertisers and affiliates, which are outside of our control and are not covered by this Privacy Notice. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their own privacy notices. We would encourage you to read the privacy statements on the other websites you visit.

## **5.0 How is this information used?**

This information is used only by Boost Your Learning to enable us to contact you by post, email or telephone for:

- responding to your enquiry
- providing the most suitable services or products
- ongoing tracking of student progress
- providing feedback to parents on their child's progress
- sending you offers and news about services and products provided by us, where you have consented to be contacted for such purposes
- communication purposes to continually improve our services, products and customer service levels.

- statistical analysis, customer surveys, customer relations and to help with future dealings with you.

We will only contact you by e-mail with our monthly newsletter if you have consented to this. You have the right to ask us not to process your personal data for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email [manager@boostyourlearning.co.nz](mailto:manager@boostyourlearning.co.nz) or you can unsubscribe from our term newsletter.

## **6.0 Contractors**

Personal information provided to us through submission of an employment application will be used for analysis of suitability for a position available.

What sorts of personal information do we ask for?

- Identifying and contact information (name, address, phone, email etc)
- A CV and cover letter outlining your job history, experience, education and skills as they relate to the position applied for.
- Due to the nature of our business some positions require extra information to be provided or obtained to ensure compliance with child protection legislation (i.e. Police Vetting)
- If hired, banking, Inland Revenue, and other related information.

If you apply to work at Boost Your Learning, we will only use the information you supply to us to process your application and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Criminal Records Bureau we will not do so without informing you beforehand unless required by law.

If your application is successful your personal details will form part of an employee agreement. Boost Your Learning will only disclose this information when required by law to authorised government agencies (e.g. Inland Revenue Office), or otherwise as directed by yourself.

Limited personal information may be made available internally within Boost Your Learning to other employees or managers via organisation employee contact lists whether hard copy or on the Company database.

## **7.0 Data Security**

We keep your information safe by storing it in encrypted files and it is only available to authorised personnel of Boost Your Learning who need to access the information in order to perform their roles.

We require all computer and network security systems to have appropriate firewalls, encryption technology and passwords to protect electronic copies of personal information. Unfortunately, however, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

If we no longer require your personal information, we will take reasonable steps to destroy it in a secure manner. This is subject to any legal obligations we have to keep information for a certain period of time.

## **8.0 Disclosure**

We may disclose your personal information to third parties:

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce any agreements, or to protect the rights, property or safety of fBoost Your Learning, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## **9.0 Accuracy**

Boost Your Learning makes every effort to ensure information collected is accurate and up-to-date. We encourage you to help us by telling us immediately if you change your contact details.

## **10.0 Complaints or Queries**

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

## **11.0 Changes to this Privacy Notice**

We aim to keep our privacy notice under regular review and any changes we make to this privacy notice will be posted on the Website. A copy of the latest notice containing updates can be requested from the address shown above.

This privacy notice was last updated on 6th of December 2021.