

Learning Support Network Privacy Policy

This policy explains:

- how, when and why the Learning Support Network collects personal information from you.
- what we do with it.
- your right to see or change it.

By using the Learning Support Network site and our related services, you consent to the processing of your personal information as described in this Privacy Policy.

Information we collect from you

We collect personal information from you including your e-mail address, name, school/kura, region, role and any information you choose to share with us through the forums, online polls and surveys.

Why we collect your information

We collect your personal information to provide our service to you. This includes for example: registering an account; communicating and interacting with you, providing resources and activities that are responsive to your needs, and fulfilling our contractual obligations to the Ministry of Education.

Access to your personal information

We do not share your personal information with strangers. Personal information about you is only shared with Mailchimp for the purposes of sending our newsletter to you.

Your rights over your data

If you have an account on the Learning Support Network, you can request to receive an exported file of the personal data we hold about you. You can also request that we correct or erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

How we keep your personal information safe

We take all reasonable steps to ensure the personal information we collect from you is protected against loss, unauthorised access and disclosure or any misuse.

How long we keep your personal information for

We retain your personal information for as long as is necessary to provide our service to you (as outlined above).

Contact us

If you have any questions or concerns regarding the use of your personal information, please contact us (<u>info@thelearningsupportnetwork.org</u>).