

Privacy policy

The Science Learning Hub – Pokapū Akoranga Pūtaiao

Effective Date: 1 November 2022

1. Introduction

- 1.1 The Science Learning Hub – Pokapū Akoranga Pūtaiao (**Hub**) is managed by the Wilf Malcolm Institute of Educational Research, which is part of the Division of Education at the University of Waikato Te Whare Wānanga o Waikato (**UOW**). This means that the UOW's Privacy Statement which is available at <https://www.waikato.ac.nz/official-info/index/docs/privacyact> applies to the Hub.

2. Purpose of this Privacy Policy

- 2.1 The purpose of this Privacy Policy is to supplement the UOW's Privacy Statement, and to give specific context as to how the Hub will collect, store, use, and share your personal information and explains your rights in relation to those activities. This Privacy Policy does not limit the UOW's Privacy Statement in any way. In the event of any conflict between the UOW Privacy Statement and this Privacy Policy, the UOW Privacy Statement shall prevail.
- 2.2 In this Privacy Policy the Hub is referred to as "we", "us" and "our".
- 2.3 In this Privacy Policy "information" means any information relating to an identified or identifiable natural person.
- 2.4 We must comply with the Privacy Act 2020 (**Privacy Act**), the Public Records Act 2005 and, if you are in the European Union, the General Data Protection Regulation (**GDPR**). Where they conflict, we are required to comply with New Zealand law.

3. Why do we collect your information?

- 3.1 We collect your information to carry out our operations, functions and activities. These are our "Purposes" under the Privacy Act or "Legitimate Interests" under the GDPR, and include:
- (1) the production and sharing the stories of New Zealand science with teachers, students and wider communities, including through the use of our website located at <https://www.sciencelearn.org.nz> (**Website**); and
 - (2) monitoring, evaluating and improving our performance and effectiveness.

4. How do we collect information?

- 4.1 We collect information about you in three ways:
- (1) Information that you provide to us: This includes information provided:
 - (i) when you sign up to our Website, join our mailing database or register to attend a webinar or other event we organise (**Registration**);



- (ii) as part of the process of submitting, contributing or developing content with us, or otherwise working with us to progress our Purposes or Legitimate Interests (**Content Development**);
 - (iii) when you interact with us, for example, when you give us feedback on survey forms, submit online feedback (such as through our feedback tool provided by Usersnap), when you contact us (such as through our 'Collections' collaboration tool), when you engage with our social media presence (such as Twitter, Facebook, Instagram and Pinterest) or when you enter our competitions (**Interactions**). This information may be sourced using third party owned platforms.
- (2) Information we automatically collect: This includes information collected from your use of the Website (including via cookies), emails, and other services and systems that we provide to you.
- (3) Information we collect from third parties: We may collect statistical information about your visit to the Website to help us improve the Website. This information is aggregated and does not identify you personally, but is obtained from our third party providers.

5. What information do we collect?

- 5.1 We may collect the following information, in addition to what is necessary for our Purposes and Legitimate Interests, and what is permitted or required to be collected under New Zealand law.
- (1) Registration: When you sign up to our Website we ask you for your name and email address, and whether you currently live in New Zealand. You are also able to describe your role to populate your profile.
When you register to receive the newsletter, we ask you for your email address.
When you register to attend a webinar we ask you for your name, email address, school or organisation, level you teach at (if applicable), confidence level in teaching the subject of the webinar, and any questions related to the webinar. Optional questions are: How often you use the Hubs and How you heard about the webinar.
 - (2) Content Development: If you contribute content to our Website, the information we collect includes your contact details where relevant.
 - (3) Interactions: If you engage in Interactions with us:
 - (i) your name (including handles or pseudonyms); and/or
 - (ii) email address and other contact details.
 - (4) Use of Website: We collect the following information (including through the use of cookies) about your use of our Website (though please note we make no efforts to associate this with your identity), which includes without limitation:
 - (i) your IP address;
 - (ii) the search terms you use;

- (iii) where you scrolled to and the pages you accessed on the Website, along with the links, buttons and pages you clicked on;
- (iv) the date and time you visited the Website;
- (v) the referring site (if any) from which you clicked through to this Website;
- (vi) the software (such as Windows XP, Mac OS X), and type of web browser (such as Google Chrome, Mozilla Firefox) you use;
- (vii) information related to errors that occurred on the Website while you were using it; and
- (viii) other things such as your screen resolution and the language setting of your browser.

6. Who will have access to your information?

- 6.1 Our employees and certain third-party providers will have access to your information to the extent necessary to provide the specific services that we have engaged them to perform, in order for us to achieve our Purposes or Legitimate Interests.
- 6.2 Our general service providers include:
 - (1) contractors who assist us with the Website, including hosting, publishing and other projects;
 - (2) technology providers, including data storage providers; and
 - (3) analytics and monitoring service providers such as Google Analytics.
- 6.3 We use third party providers to manage some of our Interactions with you, such as newsletters and surveys. Your use of a third party's platform or service is subject to their terms of use and privacy statements/policies, and we encourage you to review, and ensure you are comfortable with, such terms and policies. Some of the providers we use include:
 - (1) MailChimp (as operated by the UOW) to deliver our newsletters;
 - (2) Vimeo for our video views and downloads;
 - (3) Usersnap feedback tool;
 - (4) Typeform Survey for our surveys; and
 - (5) Facebook, Twitter, Instagram and Pinterest.
- 6.4 We may share your information with the Ministry of Business, Innovation and Employment (**MBIE**) and the UOW as part of our reporting requirements. We use our best efforts to aggregate and anonymise this information.
- 6.5 Where we are required to provide access to or share information with third parties in order to give effect to our Purposes or Legitimate Interests, we will use our best efforts to minimise what is made available or shared.
- 6.6 You also authorise us to provide access to or share your information where there is a genuine need to do so in order to achieve our Purposes or Legitimate

Interests, where permitted by this Policy, where you have provided consent (for example, you win a competition and the terms of the competition that you agreed to authorise use to publish your name), or where such access to and sharing of information is permitted or required by law.

7. Communications and marketing

- 7.1 If you want to unsubscribe from our mailing list, including the newsletter, you can unsubscribe by clicking on the “unsubscribe” link in an email, or email us at enquiries@sciencelearn.org.nz.
- 7.2 We do not pass on your information to other organisations for their own communications and marketing purposes.

8. Cookies

- 8.1 We use cookies (which collect information) on our Website (for example, to make our Website or logged-in sessions function, or to track and monitor site usage).
- 8.2 Most web browsers will allow you to set some control over cookies in your browser settings. This includes deleting them from your browser or disabling them altogether. If you do choose to set your browser to disable all cookies, this may affect your ability to use some of the features on our Website.

9. How do we keep your information secure?

- 9.1 We take all reasonable steps to keep your information safe and secure. In some instances, your personal information may be transferred, and held, by service providers in New Zealand and overseas (for example, where it is stored using a cloud-based storage service). Where this occurs, we do everything reasonably within our power to ensure that the service provider also has reasonable security measures in place to protect your information. You should bear in mind that submission and transmission of information over the internet is never entirely secure. We cannot guarantee the security of information you submit via our website or by email whilst it is in transit and any such submission is at your own risk.
- 9.2 We will not transfer your information to an overseas-based service provider unless we are satisfied that the service provider will protect your information in a way that is comparable to the protections afforded by New Zealand privacy law.

10. How long do we keep your personal information?

- 10.1 We retain your personal information for as long as is necessary to fulfil our Purposes and Legitimate Interests (see above), comply with our legal obligations and perform our contracts with you.

11. What are your rights?

- 11.1 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 (and you are unable to update it yourself through a relevant online service). If you would like to do this, please email enquiries@sciencelearn.org.nz or privacy@waikato.ac.nz.
- 11.2 We'll respond to your request as soon as reasonably practicable and no later than 20 working days after we receive it.



- 11.3 You also have the right to make a complaint to the Office of the Privacy Commissioner if you think we have breached, or may have breached, your privacy. You can contact the Office of the Privacy Commissioner at www.privacy.org.nz.
- 11.4 In addition, you have the right to:
- (1) withdraw consent, where consent is the legal basis for our processing of your information;
 - (2) request to be forgotten, that is, your information to be removed from systems that we use to process your information. However, under New Zealand law, we may be required to retain certain information;
 - (3) request copies of your information in a structured, commonly used and machine-readable format and/or request us to transmit this information to another person (where this is technically feasible);
 - (4) restrict our processing in certain ways, such as by opting out of the provision of some information or of its processing;
 - (5) object to certain processing activities by us; and
 - (6) make a complaint to a supervisory authority.

11.5 Please note that exercising the above rights with respect to processing may restrict the Hub's ability to provide services and benefits to you and to undertake its Purposes and Legitimate Interests (see above).

12. Amendments to this Privacy Policy

- 12.1 The Hub reserves the right to change this Privacy Policy from time to time, and such amended policy will have effect from the date that it is posted on the Website.
- 12.2 This Privacy Policy was last updated in November 2022.

