

Privacy Statement for Parents

We collect personal information from you and your child in order to provide our services, including information about your:

- name and your child's name
- contact information including emergency contacts
- address details
- child's health and disability details
- child's enrolment detail
- billing information
- your child's day-to-day activities, progress and development

We collect your/your child's personal information in order to:

- administer education and care programmes and provide our services
- meet the requirements for providing a quality and safe early childhood education service
- be able to invoice you for the costs of our service and advise you of changes to our service when necessary.

Besides our staff, we share this information with:

- the Ministry of Education and the Education Review Office and other government officials on request in order to meet legal compliance requirements.
- Information is uploaded our online portfolio platform, Educa. This information is viewed by teachers, staff and your family members (that you give access to). This information can be moderated or altered by you and others to whom you give access.

The Ministry of Education allocates a National Student Number to all children participating in early childhood education. This number travels with your child as they enter school and beyond in the education system. For more information about the Ministry's approach to the Privacy Act and their use of information about you and your child, go to:

<https://services.education.govt.nz/eli/overview/about-eli/>

Providing some information is optional. If you choose not provide requested information, we may be unable to complete enrolment or provide our services.

We keep your/your child's information safe by storing it in safe physical files or encrypted electronic files and only allowing appropriate staff to view it.

We keep your/your child's information for seven years at which point we securely destroy it by shredding physical files and deleting electronic records, unless otherwise required by law.

You have the right to ask for a copy of any personal information we hold about you or your child, 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 sophie@cmps.co.nz or 027 309 3088 or 22a Taylor Street, Cambridge.

If you have complaints or concerns about privacy matters, please contact our privacy officer at sophie@cmps.co.nz