

This Privacy Statement outlines how we collect, use, and protect your personal information in the context of our organisation and stakeholders. This includes employees, contractors, nannies and families. We are committed to safeguarding your privacy and ensuring the security of your information. Please read this statement carefully to understand how we handle your data.

Information We Collect:

We may collect the following types of information for the purpose of providing home-based ECE services:

1. **Personal Information:** This includes your name, contact information, and any other details necessary for communication and enrollment.
2. **Educational Information:** We may collect information about the educational needs and preferences of the children enrolled with Edubase.
3. **Progress and Performance Data:** We may collect data on children's learning and development in conjunction with families. Our most usual form of storing this data is through Storypark, an online portal available via website or app. Storypark has its own privacy policy which is deemed accepted on setup of an account with them.

How We Use Your Information:

1. **Communication:** We use your personal information to communicate with you regarding enrollment, scheduling, updates, and other relevant information such as confirming attendance, bookings and fees.
2. **Educational input:** The information collected helps us tailor programmes to meet individual needs of tamariki.
3. **Analytics:** We may use historic information anonymously to help us manage our day to day practices and planning.

Data Security:

We take measures to protect your personal information from unauthorized access, loss, or disclosure. We implement appropriate physical, technical, and administrative security safeguards to ensure the confidentiality of your data.

Sharing of Information:

We do not share your personal information with third parties for marketing purposes. In some cases, we may share information with Government agencies as required by legislation or service providers who assist us in delivering our services.

Your Choices:

In accordance with the Privacy act 2020, you have the right to access, correct, or amend your personal information at any time. If you have any concerns about the data we hold, please contact us using the information provided below.

Contact Us:

If you have questions about this Privacy Statement or our data practices, you can contact us in writing Edubase Ltd, 57A Spring St, Tauranga 3110 or email, admin@edubase.co.nz

Changes to this Statement:

We may update this Privacy Statement from time to time to reflect changes in our practices or for legal reasons. We will post the revised statement on our website and notify you of any significant changes.