

# Privacy Policy

SeekaTeacher, takes the privacy of its users seriously and seeks to ensure the highest standards of compliance with New Zealand Data Protection Laws and Regulations. This Privacy Policy outlines ways in which we use information and the relevant privacy terms governing the use of this site. You expressly consent to the use of your data in accordance with this Privacy Policy.

## 1. Your Data

Your Data means any information about you as a school (here on in to include school staff members) or casual relief teachers.

Data we collect which is information provided by you, includes but without limitation: name, address, telephone number, email address, demographic, billing and system usage and other information from which you may disclose to SeekaTeacher or otherwise via, but not limited to, the site at any time.

## 2. When do we collect Data?

If you sign up as a user, we collect data when you or a school:

- Sign up;
- Provides your list of relief teachers in order for them to be invited to create a SeekaTeacher profile.
- Update your profile or settings;
- Create, modify or cancel a booking or event.
- When your school or casual update their availability status, bookings or profile information.

## 3. How do we use Your Data:

We use Your Data to:

- Manage accounts, bookings and registrations
- Process and identify you as a user
- Monitor, develop and improve the site, services and your experience

- Provide customer service or feedback
- Notify you of changes and updates to the system or website
- Process the invitation of you as a casual teacher to a specific school based upon their request to invite you by way of text message, phone call or email
- Process and deal with any complaints or enquiries made by you

#### **4. Will we pass on your data to third parties?**

We may pass your data to other parties as follows:

- We may disclose your data or staff data to the police, regulatory bodies or legal advisers in connection with any alleged criminal offence or suspected breach of the Terms and Conditions of use.
- We do not pass or sell your data to third persons for any other purpose than those set out above.

#### **5. Data Security**

We endeavour to take all reasonable steps to protect your data. All the data collected by SeekaTeacher is stored on a secure server using https.

#### **6. Cookies**

- SeekaTeacher use cookies to allow us to understand who has seen which pages and advertisements, to determine how frequently particular pages are visited, to determine the most popular areas of the Site and generally in order to monitor usage of the Site.
- Most web browsers automatically accept cookies, though you do not have to.
- If you wish to disable cookies then you can do so by readjusting your browser settings.

## **7. Access to and updating your data**

Where you are a school or casual relief teacher, you may access and update your data through your profile. If you wish to be removed completely from the system then we require this in writing and will be done within 48 hours.

## **8. Contact Us**

If you have any comments or queries in connection with our privacy policy, please contact us by email at [gemma@seekateacher.co.nz](mailto:gemma@seekateacher.co.nz)