

# sciPAD.online

## Privacy Policy

(Last update 23/9/2022)

The team at Silverback Academic Media care about the privacy, safety and security of what you do on sciPAD Online.

### sciPAD's Privacy Pledge

The team at sciPAD Online is committed to carrying out responsible and appropriate use of student personal information collected when using our service.

1. We do not collect, maintain, use or share student personal information beyond that needed for authorised school purposes, or as authorised by the parent/student.
2. We do not disclose student information collected through sciPAD Online for behavioural targeting of advertisements to students.
3. We do not sell student personal information.
4. We do not build a personal profile of a student other than for supporting school purposes or as authorised by the parent/student.
5. We do not knowingly retain student personal information beyond the time period required to support the authorised educational/school purposes.

We aim for the service to be both safe and secure for all users. This privacy policy covers our collection and use of your personal information and may be updated – users will be notified if this is the case by email and during log in.

### What personal information do we collect about you?

<b>Teachers</b>	For teachers we receive first and last name, school, administrator name and email. During use we collect date of login, browser type and login type and IP address. This log can be viewed under user details under Login History.  When you visit our website, it will automatically collect some information about you: <ul style="list-style-type: none"><li>• Time of login.</li><li>• Lessons visited.</li></ul>
<b>Students</b>	During the signup process for students we receive your first and last name and your school email address (or address you sign up with). Teachers will enter your class details. During use we collect date of login, browser type and login type and IP address. This log can be viewed under user details under Login History.  When you visit our website, it will automatically collect some information about you: the time you spend in lessons, your completion of activities, The repeats and scores of activities.

In order to collect some of the data described in the preceding table, we may use cookie technology on our website. A cookie is a small piece of information which is sent to your browser and stored on your computer's hard drive, mobile phone or other device. Cookies do not damage your computer. You can set your browser to notify you when you receive a cookie. This enables you to decide if you want to accept it or not. However, our service will not function properly if your cookies are disabled. We use cookies that are necessary for the performance of our services and cookies that do not personally identify you, but may be used for analytics purposes, such as allowing us to see how many people use and access our website so that we can improve our services.

## **How we may use the information we collect?**

Information may be used to contact teachers and students if we need to pass on vital information or updates/ downtime to sciPAD Online. Information of IP and login details are used to monitor issues as well as follow regional trends in location of login occurring. sciPAD online uses your information only to provide a service to you, the end user.

## **Teachers**

We will use the information that we have collected about you to provide our services, and to carry out administrative tasks such as managing our relationship with your school. We will also use the information to communicate with you where we have a legitimate interest to do so such as changes to the website or new workbooks being added.

## **Will give your information to anyone else?**

Silverback academic media will keep your personal information safe and not give it to any third party as explained by this policy. We may need to use your information to protect ourselves from criminals or fraudsters and in some circumstances, we may also need to share or use your information to make sure that we follow the law to government bodies. We may transfer your information to a successor entity in the event that we sell or transfer all or a portion of our business or assets (including in the event of a merger, reorganisation, spin-off, dissolution or liquidation). Silverback Academic Media will endeavour to ensure that the successor entity applies this policy to such information and to the extent there is a material change to this policy by such successor entity as a result of such transaction we will provide you with prominent notice in accordance with this policy and give all users the right to remove their data from the service.

## **How long we keep your personal information for and where we store it?**

We keep your information while you are an active user of sciPAD Online. Provided your school continues to purchase workbooks, we may keep it for up to 2 years to enable you to reactivate your account and access your learning history as you move between classes or even schools.

Our company is established and headquartered in, Mount Manganui, New Zealand and all data remains in New Zealand.

## **Your rights and responsibilities**

We aim to keep your personal information safe and private by following high standards and leading security technology, no security and safety system is 100% secure.

You need to also keep your email and password secure as well as telling us if you believe your account has been accessed by another person.

You may have the right to ask us to:

- stop collecting your personal information
- give you a copy of your personal information that we have collected
- update or correct any personal information about you that is wrong
- remove your personal information from our records

Please let your school know of any concerns or send an email to [support@scipadonline.co.nz](mailto:support@scipadonline.co.nz)

If you think we are not doing a good job with your personal information, you also have the right to make a complaint by sending us an email at [support@scipadonline.co.nz](mailto:support@scipadonline.co.nz).

You can also contact below:

New Zealand: <https://www.privacy.org.nz/your-rights/complaint-form/>.

The New Zealand Privacy Commissioner can be contacted at [investigations@privacy.org.nz](mailto:investigations@privacy.org.nz) or by telephone on (04) 474 7590 (Wellington) or (09) 302 8680 (Auckland).

## **Information about website links**

Our website may link to external website (this will be rarely the case), which we have no control over. Please be careful to protect your privacy when visiting these websites.

Where you can find more information If you have any questions about our privacy policy, please ask your teachers or parents for guidance. Or, you can reach out to us directly at the contact details below.

Postal Address: PO Box 352, Seventh Ave. Tauranga. 3116

Phone: 0800 724 723