Integrated Education Software

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Data Protection & Handling Practices Policy

Last Updated: 17 January 2020

Integrated Education Software Limited ("IES") provides cloud-based software ("our software") hosted at www.ies.co.nz to which this *Data Protection & Handling Practices Policy* applies.

Data Center

Our software stores data at our secure data center in New Zealand.

Encryption

The data is stored in an encrypted form.

Backups

Backups of our software are stored separately from backups of the data. Backups of data are taken at approximately 11:50pm every evening during which our software is unavailable for use.

In order to mitigate against a *force majeure* event daily, weekly and monthly copies of backups are taken off site to one or more secure locations.

Backups of our software are taken prior to installing any significant upgrades (major changes) or updates (minor changes) in case it becomes necessary to revert to an older version.

Changes to this Data Protection and Handling Practices Policy

This Policy is effective as of the date on the first page and will remain in effect in perpetuity or until it is superseded by an updated policy.

We reserve the right to update this Policy at any time. Should we make material changes we will notify our client-enterprises by email and / or by placing a prominent notice on our website.

Logging into our software constitutes acknowledgment and acceptance of this Policy by our client-enterprises.

Contact Us

If you have any questions about this Policy please email us at ies@ies.co.nz.