



**Integrated
Education
Software**

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Privacy 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 *Privacy Policy* applies.

While our software can and does generate web pages intended for public viewing, we do not collect private information in that context. We do record information that browsers provide including Internet Protocol (“IP”) Address, browser type, browser version and what requests are made of the software. We also record the date and time of each request. This allows us to identify suspicious activity and analyse and generate statistics so we can understand how and when our software is being used.

Our customers are typically enterprises in the education sector including schools, private training establishments etc (“client-enterprises”). Only people explicitly authorised by IES, or by administrators from one of our client-enterprises can authorise other people to log in to the software.

Our software includes a Contact Management System which can record private information about people including but not limited to names, contact details, addresses, email addresses and birth dates.

Our software also includes an Enquiry Management System which allows the public to express an interest in the products and / or services provided by our client-enterprises. Private information is recorded and made available to the relevant client-enterprise so that they may respond as appropriate.

Our software also includes a Student Management System which can record private information about students including, but not limited to, National Student Index number, citizenship, residency status, ethnicity, course results and other information required by government agencies such as the Ministry of Education.

From time to time we may add new systems to our software which may store and / or utilise private information. This Privacy Policy also applies to these and any other systems in our software.

Apart from the necessary IES development and / or support staff, only those people properly authorised from a client-enterprise (such as administrators) have access to private information about people associated with their enterprise.

Students and other people may be authorised to log into our software in which case they only have limited access to their own private information. They cannot view the private information of other people, except where necessary and / or appropriate. For example, a student may be able to view a timetable which may include the name of a tutor.

Communications

Our software is capable of sending emails to people stored in our database. IES can and does communicate with administrators from our client-enterprises from time to time via email.

At the request of a properly authorised person of a client-enterprise our software may send emails to some or all of the people associated with that client-enterprise.

IES does not send any unsolicited emails to people stored in our databases.

Cookies

Cookies are small files commonly stored by browsers onto client computers at the request of websites such as ours. We make minimal use of cookies. We use a “session cookie” which contains an anonymous unique identifier for each time you visit our site. This is necessary for security reasons so that our software can recognise the person navigating through our software and ensuring that they are properly authorised to do so. Our software cannot be used without cookies enabled.

Security

While the transmission of information over the internet is never 100% secure we aspire to making our software as secure as reasonably practical. For example, we don't use the standard **http://** Internet Protocol but rather we use the more secure **https://**. This means the transmissions between the browser and our servers are encrypted.

IES never provides information stored in its databases to third parties in any form, except as authorised by a client-enterprise for proper and legitimate purposes.

Backups

We take backups of our software on a daily basis. These are stored both onsite in our data center and are taken off-site in case of a *force majeure* event. In all cases the data is encrypted. This means if a backup falls into unscrupulous hands the personal information cannot readily be examined.

Changes to this Policy

This Policy is effective as of the date on the first page and will remain in effect 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 of 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.