

Privacy Statement

1. Your personal information

At NZQA (“the New Zealand Qualifications Authority”) we care about your privacy, and we want to be transparent about what we do with your personal information. Please read this information carefully before using this Learning Management System (“LMS”) operated by NZQA on their digital platform.

When you participate in a workshop or online course on our LMS, NZQA may collect and hold the following personal information about you:

- your name
- your email address
- the type of school or organisation in which you work or teach
- the years you have been a teacher / in your role
- your role within your school or organisation
- if you are a teacher, the main subject you teach
- what you hope to achieve in the workshop
- how you heard about the workshop
- any feedback you provide to us
- if you participate in a follow-up interview, any comments you provide may be recorded.

Annually, NZQA deletes workshop participation information. Prior to deletion, your information can be accessed by the course facilitator and NZQA system administrators of the LMS. We use your demographic information to help us better understand our audience and any feedback you provide helps us refine the courses we offer.

For general NZQA information about privacy, including your rights under the [Privacy Act 1993](#), click this [link](#).

2. Authorisation

By entering this site, you acknowledge that NZQA will collect and use personal information about you as set out above.

Terms and Conditions

1. Introduction

Please read these Terms and Conditions (“Terms”, “Terms and Conditions”) carefully before using this Learning Management System (“LMS”) operated by NZQA on their digital platform.

The LMS allows users to access training courses and workshops provided by NZQA. These courses and workshops may contain content developed by NZQA and examples of student work. This LMS is operated by NZQA and can only be accessed by authorised users who are currently enrolled in a course or workshop, and who have agreed to these Terms and Conditions.

2. Authorisation

By entering the Learning Management System, users are agreeing to our Terms and Conditions as listed below.

3. Use of the Learning Management System

3.1 What you can do

- You can use any materials on the LMS for the purpose of participating in an online course or workshop, and your learning arising out of the course or workshop.
- You can seek NZQA’s approval to use materials from an online course or workshop in your teaching or in the creation of your own learning modules. Please contact us at workshops@nzqa.govt.nz to request NZQA permission.
- You can upload materials and content appropriate to your online course or workshop. If uploading content from students, you should remove all student identifiers from student work that is posted, uploaded or stored on the LMS.
- You can engage in discussions and activities with other participants enrolled in your course or workshop, as is appropriate to the requirements of your course or workshop.

3.2 What you cannot do (breaches)

- You cannot copy or share any materials and resources provided on the LMS which are subject to NZQA copyright. This includes, but is not limited to, photocopying or scanning material and distributing it to other parties. Materials on the LMS may not be used by a third party for any other purpose whatsoever without the express written permission of NZQA.
- You cannot copy or share any student work that you access on the LMS with other persons or organizations. Student work is the intellectual property of the student.
- You cannot use language, or upload any content, that is offensive or threatens, harasses, abuses, or intimidates others.

- You cannot use any device, software or action to interfere with the proper working of the LMS digital platform.

4. Summary

NZQA expects that your participation will run smoothly, but of course we cannot guarantee that it will (given that there are many technology issues beyond NZQA's control). However, if NZQA finds that the course or workshop is disrupted in any way by you or your device, we may immediately terminate your access to the course or workshop.

Users found to have committed any of the breaches set out in clause 3.2 will be denied further access to the LMS.

Contact us:

If you have any questions about these Terms, please contact us at workshops@nzqa.govt.nz .