

Privacy Policy for Online CPD Portal

Welcome to the New Zealand Speech-language Therapists' Association (NZSTA) online continuing professional development (CPD) portal. We are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, and safeguard your information.

1. Information We Collect

- **Personal Information:** When you register for an account or use our CPD portal, we may collect personal information such as your name, contact details, professional information, and any other information you provide to us.
- **Usage Data:** We collect data on how you use the CPD portal, including but not limited to login times, pages viewed, courses accessed, and completion rates.

2. How We Use Your Information

- **Service Provision:** To provide and manage your access to the CPD portal and its features.
- **Usage Analytics:** To monitor and analyse usage patterns, completion rates, and other metrics to improve the quality and effectiveness of our CPD offerings.
- **Communication:** To communicate with you regarding your account, updates, and other relevant information related to your CPD activities.
- **Compliance:** To comply with legal obligations and regulatory requirements.

3. Data Sharing and Disclosure

- **Internal Use:** Your information is accessible only to authorised NZSTA personnel who require access to perform their duties.
- **Third-Party Service Providers:** We may share your information with third-party service providers who assist us in operating the CPD portal, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. This information may be shared with Speech Pathology Australia (SPA) for SPA members.
- **Legal Requirements:** We may disclose your information if required by law or in response to valid requests by public authorities.

4. Data Security

We take reasonable measures to protect your personal information from loss, theft, misuse, and unauthorised access, disclosure, alteration, and destruction. However, no internet-based service can be completely secure, and we cannot guarantee absolute security.

5. Data Retention

We retain your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Policy, comply with legal obligations, resolve disputes, and enforce our agreements.

6. Your Rights

- **Access and Correction:** You have the right to access and correct your personal information held by us.
- **Data Portability:** You can request a copy of your personal data in a structured, commonly used, and machine-readable format.
- **Erasure:** You can request the deletion of your personal data, subject to certain conditions and our legal obligations.
- **Objection and Restriction:** You can object to or request the restriction of processing your personal data under certain circumstances.

7. Cookies and Tracking Technologies

The CPD portal may use cookies and similar tracking technologies to enhance your user experience. You can manage your cookie preferences through your browser settings.

8. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated revision date. Your continued use of the CPD portal after any changes indicates your acceptance of the new terms.

9. Contact Us

If you have any questions or concerns about this Privacy Policy or our data practices, please contact us at admin@speechtherapy.org.nz.

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