

Privacy Statement

Good Seed Trust | Registered charity CC35178 | Last updated: February 2026

Good Seed Trust is a Christian-based charitable trust working alongside families in Māngere, Panama (Mt Wellington) and New Plymouth. Through our early childhood centres, OSCAR before and after school care, holiday programmes, playgroups, youth and life skills programmes, we look after information about children, parents, caregivers and whānau every day, and we take that responsibility seriously.

This statement explains what personal information we collect, why we collect it, how we look after it, and your rights under the Privacy Act 2020. It covers our website and the services we provide.

1. The information we collect

We only collect the information we need. Depending on how you connect with us, this may include:

- **Enrolments** (early childhood centres, OSCAR and holiday programmes): your child's name, date of birth, address, health, allergy and immunisation information, and who is allowed to collect them; and parent or caregiver names, contact details and emergency contacts.
- **Funding and subsidies:** the information needed to claim government funding for your child's place, or to support a Work and Income childcare or OSCAR subsidy application.
- **Your child's time with us:** attendance records, learning stories, and notes about your child's learning, development and wellbeing.
- **Transport:** if you use our free van service, pick-up and drop-off addresses and times.
- **Programmes and events** (playgroups, Fathers & Kids, LIT Youth and life skills workshops): usually just your name and contact details, and anything you choose to share with us.
- **Enquiries:** your name, email address and message when you use the contact form on our website, email us, call us or visit one of our centres.
- **Donations:** your name, email address and donation amount (see section 6).
- **Website visits:** information collected by cookies, which does not identify you personally (see section 5).

2. How we collect it

Most of the information we hold comes straight from you: through enrolment forms (on paper, by email, or dropped off at one of our centres), our online booking system for OSCAR and holiday programmes, the contact form on our website, and conversations with our team.

Sometimes we receive information about you from someone else, for example a referral from a school or social service agency, or Work and Income about a subsidy. When that happens, we will let you know what we have received and why, unless the Privacy Act says we don't need to.

3. How we use it

We use your information to:

- provide safe, high-quality care and education for your child
- keep in touch with you about your child and about our programmes

- meet our legal and licensing requirements, and claim the government funding and subsidies our services rely on
- keep children safe
- reply to enquiries, process donations and thank our supporters
- improve our services and website, and understand how people find us online, including through our Google ads.

We only use information for the reason we collected it, or a directly related reason, unless you agree to something else or the law allows it.

4. Who we share it with

We never sell or rent your personal information. We only share what is needed, with:

- **Government agencies that fund or oversee our services**, such as the Ministry of Education (enrolment and attendance information for our early childhood centres) and Work and Income (when you apply for a childcare or OSCAR subsidy), Ministry of Social Development & Education Review Office as they audit/ review Good Seed Trust to ensure quality of services – OSCAR & ECE.
- **Oranga Tamariki, the Police or health services**, where we believe it is necessary to keep a child or someone else safe from serious harm, or where the law requires it.
- **Service providers who help us run things**, such as our website platform (Wix), our online booking and enrolling system (Enrolmy and Infocare), Google, and our IT and email providers. They may only use your information to provide their service to us.
- **Our funders and supporters** receive summary figures about our programmes. We will not share your personal details with a funder without your permission.

5. Our website, cookies and Google

Our website is built and hosted on Wix. When you visit, Wix uses cookies that the site needs to work properly and stay secure.

We also use Google tools, including Google Ads conversion tracking, and Google Analytics, to understand how people find and use our website and whether our Google ads are working. These tools use cookies to collect information such as the pages you visit, the device and browser you use, and your general location (city or region). They do not tell us who you are.

Some of our pages show videos hosted on Facebook, and Facebook may set its own cookies if you play them.

You can block or delete cookies in your browser settings, and you can control how Google uses your information for advertising at myadcenter.google.com. Our website will still work if you block non-essential cookies.

When you send us a message through the contact form, your name, email address, and message are stored in our Wix account and sent to our team by email. We only use them to reply to you.

6. Donations

Online donations are processed securely by way of bank transfer. Our bank account is **Good Seed Trust ANZ bank 06-0197-0434792-002**. We never see or store your card or bank details. Please send your contact details so we can thank you and send you a receipt for your donation tax credit claim.

7. Photos and videos

We love sharing what our tamariki get up to. We only use photos or videos of children on our website, in our newsletters and on social media with consent from a parent or caregiver, which you give on the enrolment form. You can change your mind at any time by letting the administrator or Coordinator know. We don't put children's full names alongside their photos.

8. How we look after it

- Paper records are kept securely at our centres, and electronic records are kept in secure systems that only the staff who need them can access.
- Our staff follow our internal Privacy & Confidentiality Policy and understand their responsibility to keep information confidential.
- We keep information only for as long as we need it or the law requires, for example the records we must keep as a licensed early childhood service. After that, it is securely destroyed.
- Some of the online services we use, such as Wix, and Google, may store information on servers outside New Zealand. We choose reputable providers with strong security.
- If a privacy breach is likely to cause serious harm, we will tell the people affected and the Privacy Commissioner, as the law requires.

9. Seeing and correcting your information

You have the right to ask for a copy of the personal information we hold about you, and to ask us to correct it if it is wrong. Parents and caregivers can usually ask for information about their child.

Just contact our Privacy Officer (below). We may need to confirm who you are first, and we will respond within 20 working days. In a small number of cases the law allows us to withhold information, and if that applies we will explain why.

10. Questions or complaints

If you have a question or concern about how we handle your information, please talk to us first:

Privacy Officer: Grace Ikiua , CEO

Email: info@goodseedtrust.co.nz

Phone: (09) 275 1065

Post: PO Box 86076, Māngere East, Auckland 2158

If you are not satisfied with our response, you can make a complaint to the Office of the Privacy Commissioner at privacy.org.nz.

11. Changes to this statement

We may update this statement from time to time. The latest version will always be on our website; with the date it was last updated at the top.