

## **Transparency statement**

This transparency statement explains how we collect, use and share information gathered about members of the public or other entities (directly or indirectly) in accordance with the Information Gathering Model Standards.

Education Payroll Ltd does not have any law enforcement, regulatory compliance responsibilities, and does not gather any information for these purposes.

The security of our premises is managed in accordance with our health and safety policy and in accordance with government procurement standards and government Protective Security Requirements. The security of our information is managed in accordance with our Security and Privacy Management Framework, and in compliance with the Privacy Act 1993, the Official Information Act 1982 and the Public Records Act 2005. The information we hold is used only for the purpose for which it is collected or as otherwise advised, including as described in our privacy policy.

Note where we have serious concerns regarding potential threats to the physical security of staff, or the security of information or places, we will engage an appropriate authority (such as the NZ Police).

Should we identify a need to gather information in scope of the model standards in future, we will ensure compliance with Information Gathering Model Standards, and update this transparency statement.

This statement applies to information gathered by us, our contractors, or any other third parties engaged by us.

## **Enquiries and complaints**

If you have any enquiries about our information gathering activities, or believe we have not acted in accordance with this statement, you should contact us at the following address:

[Service.Request@edpay.nz](mailto:Service.Request@edpay.nz)