



Privacy Act 2020 Compliance Statement

ScoreSyncHQ — house points and recognition platform for New Zealand schools
Prepared for school Boards of Trustees and privacy officers · 22 September 2026

Assessment: ScoreSyncHQ is designed to operate in accordance with the Privacy Act 2020. The school's Board of Trustees remains the agency responsible for student personal information; ScoreSyncHQ holds and processes that information solely as an agent of the school under section 11, for safe custody and processing only, and for no purpose of its own.

Information held

Students: first and last name, year level, class or room, house, team, and points history. Staff: name, email address, role, and last sign-in date. No home addresses, dates of birth, ethnicity, health or behavioural information, photographs of students, or government identifiers such as the NSN are collected.

Information Privacy Principles

Principle	How ScoreSyncHQ meets it
IPP 1-2 — Purpose and source	Only information necessary to run a house points programme is collected, and it is supplied by the school itself rather than gathered from students directly.
IPP 3 — Awareness	A public privacy statement at scoresynchq.org/privacy sets out what is held, why, and who can see it. Every user must read and accept the Terms of Use and Privacy Policy in full before using the system; each acceptance is recorded with the date and document versions.
IPP 4 — Manner of collection	Collection is through the school's own administrators, by manual entry or roll import. No covert collection, tracking or profiling occurs.
IPP 5 — Storage and security	Traffic is encrypted in transit and data is encrypted at rest. Access is controlled by role, and database-level row security isolates each school so no school can reach another's records. Points records are append-only, with corrections recorded rather than deletions, and administrative actions are written to an audit log.
IPP 6-7 — Access and correction	Requests are directed to the school as the responsible agency. Administrators can view, correct or remove a student's details directly, and the school can export its student list and points history at any time.
IPP 8 — Accuracy	Schools maintain their own rolls, and every points entry records who awarded it and when, so the record can be checked and corrected.
IPP 9 — Retention	Retention is controlled by the school. Students can be archived at the end of a year or deleted, and records are removed from the live system when a school closes its account.
IPP 10-11 — Use and disclosure	Information is used only to operate the school's house points programme. It is never sold, rented, shared with third parties, used for advertising, or used to train any model. Public pages show school names and house totals only — student names never appear publicly.
IPP 12 — Disclosure outside NZ	Hosting is with a cloud infrastructure provider bound by contract to comparable privacy safeguards and to processing only on instruction, consistent with Ministry of Education cloud guidance.
IPP 13 — Unique identifiers	No government or national identifiers are assigned or stored. Internal record identifiers are system-generated and meaningless outside the platform.

Breach notification

In the event of a privacy breach that is likely to cause serious harm, ScoreSyncHQ will notify the affected school without delay so the school, as the responsible agency, can notify the Office of the Privacy Commissioner and affected individuals under Part 6 of the Act.

Related assessment

ScoreSyncHQ is also an excluded service under section 5(2)(f) of the Online Safety (Minimum Age and Child Safety Risk Assessment) Bill 2026, as a platform that solely enables education services. A separate compliance statement covers that assessment.

This statement describes how the platform is designed and operated; it is provided for your board's information and is not legal advice. Privacy enquiries: privacy@scoresynchq.org · scoresynchq.org/privacy