



FULL SERVICE TERMS AND CONDITIONS

March 2025

OUR SERVICE

1. The following is included in our service:
 - a. Preparation of the electoral roll;
 - b. Call for nominations (email);
 - c. Online nominations processing, including ensuring that principal, presiding member and school liaison people are advised in real time;
 - d. Preparation of Candidate Statements (pdf) for school distribution and use;
 - e. Invitation to Vote (email)
 - f. Preparation and printing and mailing of postal voting papers (if required)
 - g. Freepost Return Envelopes
 - h. Vote tally
 - i. Declaration of Result
 - j. Completion of Appendix A
 - k. Disposals as required by regulation
2. We will conduct the election in accordance with all relevant legislation and regulations.

BOOKINGS

3. **An estimate of your costs** can be made using the calculator on the website.
 - a. The total fee is based on the Electoral Roll, which is an estimate.
 - b. Staff numbers are added.
 - c. Student elections are added as a service fee.
 - d. Bookings are not accepted for student elections only.
4. **Invoices** for Full Service will be released on the date that nominations open for the election.

DATA TRANSFER

5. In accordance with the Privacy Act, the school will complete a **Statement of Consent** that permission has been obtained for sharing data for election purposes only.
6. The school will **provide data** by extract from the CSM system in Excel or Numbers or .csv files:

- a. Name
- b. Physical address
- c. Email address
- d. Mobile phone

7. **Security:** Data will be shared by agreed secure means (not via email).
8. **Timeliness:** Data will be provided by the requested deadline.

PRIVACY AND SECURITY

9. Any breaches in privacy or security will be immediately notified to the school and the Ministry of Education.

GOING TO ELECTION

10. **Electronic voting** is included in your invoice (i.e. not billed again)
11. **Postage and printing costs** are billed as reimbursements and are payable within 30 days of the Declaration of Result. Schools can minimise costs and maximise savings by ensuring an accurate database is provided.
12. The school will provide a secure voting box at the reception desk during the period of voting and arrange with the returning officer the forwarding of voting papers via courier in accordance with instructions provided.

CONTACT

The Returning Officer of record will be Bernardine Vester. A bio is available on the website.

Our preferred contact method is via email at:

returningofficer@myschoolelection.nz

Postal address: PO Box 251357, Pakuranga, Auckland 2140.

Text only at 027 4411 365.