# **Privacy Policy**

Effective Date: April 4, 2022

Last Updated: September 10, 2023

### Introduction

Welcome to Little Lakes Learning ("we," "our," or "us"). We are committed to protecting your privacy and ensuring that your personal information is handled securely. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information when you interact with our services, including our website and tutoring programs.

### Information We Collect

- Personal Information: We may collect personal information, such as your name, email address, phone number, and address when you register for our tutoring services or communicate with us.
- Student Information: If you are a student, we may collect information about your educational background, progress, and specific tutoring needs.
- Tutor Information: If you are a tutor, we may collect information about your qualifications, teaching experience, and background checks.
- Payment Information: We may collect payment information when you make payments for our services, but we do not store credit card information. All payments are processed securely through third-party payment processors.
- Usage Information: We may collect information about your interactions with our website and services, including your IP address, browser type, and pages visited.

### **How We Use Your Information**

We may use your personal information for the following purposes:

- To provide our tutoring services and to communicate with you.
- To process payments and invoices.
- To improve our website and services.
- To send you updates, newsletters, and promotional materials if you have opted in.
  - To comply with legal obligations.

## **Sharing Your Information**

We may share your personal information with:

- Tutors, for the purpose of arranging tutoring sessions.
- Payment processors for payment processing.
- Legal authorities if required by law or to protect our rights.

## **Data Security**

We employ reasonable security measures to protect your personal information. However, no data transmission over the Internet is entirely secure, so we cannot guarantee absolute security.

### **Your Choices**

- You can access, update, or delete your personal information by contacting us.
- You may opt out of receiving promotional materials from us at any time.

## **Children's Privacy**

We do not knowingly collect personal information from children under the age of 13 without parental consent. If you believe we have collected information from a child without consent, please contact us.

# **Changes to This Policy**

We may update this Privacy Policy to reflect changes in our practices. The updated policy will be posted on our website with the effective date.

## **Contact Us**

If you have any questions or concerns about this Privacy Policy or your personal information, please <u>contact us</u>.