

# Privacy Policy

## 1. Introduction

TITA Universal Services Limited ("TITA," "we," "us," or "our") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information when you use our interactive e-timetable platform, Tita ("the Platform"). We comply with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

## 2. Information We Collect

We may collect the following categories of personal information:

- **User Information:** When you create an account on the Platform, we collect your name, email address, and other necessary details.
- **Academic Information:** We collect academic data, including schedules, courses, and academic progress, to provide you with real-time academic updates.
- **Communication Data:** We may collect data related to your interactions with other users, such as messages and notifications.
- **Device Information:** We may collect information about the device you use to access the Platform, including IP address, browser type, and operating system.
- **Usage Data:** We gather data about how you use the Platform, such as your activities and preferences.

## 3. How We Use Your Information

We use your personal information for the following purposes:

- To provide you with access to the Platform and its features.
- To deliver academic updates, notifications, and information to you and other stakeholders.
- To improve and personalize your experience on the Platform.
- To communicate with you regarding the Platform and its services.
- To analyze and monitor usage patterns for research and development purposes.
- To comply with legal obligations.

## 4. Data Sharing and Disclosure

We may share your personal information with the following entities:

- Universities and educational institutions to facilitate academic activities.
- Third-party service providers who assist us in delivering services.
- Legal authorities if required by law or to protect our rights.
- With your consent or as otherwise disclosed at the time of data collection.

## 5. Your Rights

You have certain rights regarding your personal data, including:

- The right to access and correct your information.
- The right to request the deletion of your data.
- The right to restrict or object to the processing of your data.
- The right to data portability.
- The right to withdraw consent if processing is based on consent.

## 6. Data Security

We implement appropriate security measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction.

## 7. Data Retention

We will retain your personal data for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law.

## 8. Contact Information

If you have questions, concerns, or requests regarding your personal information or this Privacy Policy, please contact us at [info@titaedu.com].

## 9. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. Please check this page periodically for updates.

## 10. Legal Basis for Processing (For Users in the European Economic Area)