

## **STUDY HOUSE TUTORING – PRIVACY POLICY**

Study House Tutoring is committed to protecting the personal information of individuals who visit this website (“Site”), by following responsible information handling practices in keeping with privacy laws. Study House Tutoring uses modern information and communication technologies to support its services. This Privacy Policy (“Policy”) describes how Study House Tutoring is committed to safeguarding your personal information.

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

Study House Tutoring collects personal information from you in the normal course of doing business. “Personal information” is any information that could be used to identify you and, depending on the nature of your interaction with us, may include your name, age, address, telephone number and/or e-mail address (“Personal Information”).

Study House Tutoring is committed to ensuring you have been informed and have consented to the collection, use or disclosure of your Personal Information.

You can access this Site’s home page and browse our Site without disclosing your Personal Information. We collect Personal Information about you only if you volunteer it. We may also collect personal information in order to satisfy legal, government and regulatory obligations.

We collect Personal Information you volunteer online, to register with our services, or to use our services.

If you supply us with your Personal Information, you may hear from us about important information concerning Study House Tutoring programs or services in which you are registered.

You may also hear from us about other Study House Tutoring programs or services that may interest and benefit you. If you do not wish to hear about other Study House Tutoring programs, services or opportunities, please contact Study House Tutoring at [seema@studyhouse.vpweb.com](mailto:seema@studyhouse.vpweb.com).

## **Non Personally Identifiable Information and Cookies**

We may use and disclose data, which does not identify individuals, for statistical purposes, to optimize this Site and to develop and enhance Study House Tutoring programs and services.

We use session cookies which are temporarily stored in your computer's memory (RAM). These session cookies expire when you end your session by closing your internet browser. When the browser exits, these cookies are erased. These cookies do not persist on the user's computer. These cookies are used to manage your on-line transactions and login information. To optimize your experience, please set your browser's privacy level to its default setting of medium, or select the "Always allow session cookies" setting.

## **Information Sharing**

We do not sell personal information we collect. We will not disclose your personal information to anyone else without your prior knowledge or consent, except with agents or contractors of the Study House Tutoring who perform services for us and when required by a government body or agency, or as permitted by law.

## **Children's Privacy**

Study House Tutoring, believes in the development of healthy, confident children. For children under 18 years of age, we will obtain permission from a parent or legal guardian to collect and use Personal Information about a child.

## **Confidentiality/Security**

Study House Tutoring maintains physical, electronic and administrative safeguards that are appropriate to the type of Personal Information we obtain from you.

Study House Tutoring employees or volunteers having access to Personal Information are required to respect its confidentiality and handle it responsibly and in accordance with privacy laws and this Policy.

## **Links**

Our Site enables you to communicate with us. Because Study House Tutoring wants your Site experience to be informational and resourceful, our Site also provides a number of links to third party websites. Study House Tutoring assumes no responsibility for the information practices of websites you are able to access through our Site. We encourage visitors to review each website's privacy policy before disclosing any personally identifiable information.

## **Privacy Questions**

You have the right to access your Personal Information in our files and to update or remove that information as necessary, subject to any legal restrictions. If you are aware of any inaccuracy or changes in the Personal Information which we hold about you, please contact Study House Tutoring at [seema@studyhouse.vpweb.com](mailto:seema@studyhouse.vpweb.com).

If you have a complaint or concern about Study House Tutoring's information handling practices, we encourage you to talk to us.

## **Ongoing Relevancy**

Study House Tutoring regularly reviews its policies and procedures to ensure we remain current with changing laws and evolving public expectations