

# PRIVACY POLICY

**Effective Date:** August 6, 2025

## 1. Introduction

**Online Classroom Hub** (“we,” “our,” or “us”) is committed to protecting the privacy of all users of our platform, including students and instructors. This Privacy Policy explains how we collect, use, store, and protect your personal information when you use our services.

## 2. Information We Collect

### 2.1 Personal Information

We may collect the following information:

- Student’s full name, gender, and school information
- Contact details such as phone number and email address
- Academic information including enrolled subjects, attendance, assessments, and performance records
- Account-related information required to provide learning services

### 2.2 Technical Information

We may automatically collect:

- Device and browser information
- IP address and login history
- Platform usage data and activity logs

### 3. How We Use Your Information

We use collected information to:

- Create and manage user accounts
- Deliver online classes, recordings, and learning materials
- Communicate class updates, announcements, and support messages
- Process payments and subscriptions
- Improve platform functionality and user experience
- Ensure compliance with our Terms of Use and applicable laws

### 4. Under-Age User Policy

- Students under the age of 18 may use the Platform for educational purposes with help of their parent or guardian.
- Online Classroom Hub does not knowingly collect unnecessary personal data beyond what is required for learning services.
- Parents or guardians are encouraged to supervise students' online learning activities outside scheduled sessions.

### 5. Sharing Your Information

We do **not** sell or trade your personal data.

We may share information only:

- With instructors assigned to a student for academic delivery and assessment
- With trusted third-party service providers (such as payment processors and cloud hosting services) under strict confidentiality obligations
- When required by law or to protect the safety and integrity of the Platform

## **6. Data Storage and Security**

- Personal data is stored on secure servers with appropriate safeguards
- Access to data is limited to authorized personnel only
- We use industry-standard security measures including encryption and system monitoring

## **7. Data Retention**

- Student and user data is retained for as long as the account remains active
- After account closure, data may be retained for administrative or legal purposes for a reasonable period
- Data is securely deleted once retention is no longer required

## **8. Your Rights**

You have the right to:

- Request access to your personal information
- Request correction of inaccurate or incomplete data
- Request deletion of your personal data, subject to legal or operational requirements

## **9. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. Any changes will be posted on the Platform with an updated effective date.