



PRIVACY POLICY

Your privacy is important to us. As such, it is the strict policy of *I Love My Tutor Company Limited* to meet all internationally recognized standards of personal data privacy protection in complying with the requirements of the Personal Data (Privacy) Ordinance. In doing so, we ensure compliance by our staff with the strictest standards of security and confidentiality.

PERSONALLY IDENTIFIABLE INFORMATION COLLECTED

Personal information may be provided by you throughout the tutoring process. Data collected is used specifically for the purposes prescribed at the time of collection and serves as a basis for selection of a suitable tutor and in catering a tutoring program for your family.

We do not collect any personally identifiable information from you when you visit our website. Our service provider discloses to us only aggregate information about the number and types of visitors for the purpose of preparing general statistics on the usage of our website.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION FROM MINORS

It is not our practice to collect personally identifiable information from minors without prior consent from a person with parental responsibility for the individual as given by a parent or guardian through direct off-line contact.

DATA RETENTION

Your personal information will be retained only for such period as is necessary for the carrying out of the purposes stated in this Privacy Policy.

NON-DISCLOSURE

Any information collected from you will not be disclosed by us to any other party in any form that would identify you except with your prior authorization, unless required by law. Your personal Information will only be accessible on a need-to-know basis by our authorized employees or service providers, who are under duty of confidentiality to us, and only in connection with the regular operation of our service.

SECURITY

Access to your personal data is restricted to authorized persons who have been trained to handle such data properly and observe confidentiality. To prevent unauthorized access, we maintain appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect.

RIGHTS OF ACCESS & CORRECTION

You have the right to request access to and correction of information about you held by us. If you wish to access or correct your personal data held by us, please contact us. We will handle your request promptly as required by the Personal Data (Privacy) Ordinance.

CONTACT

If you have any queries about our Privacy Policy, please email admin@ilovemytutor.com.