

# Online Privacy Policy

Date: [Insert Date]

## Introduction

[Institution Name] is committed to protecting the privacy of our students, parents, and staff. This online privacy policy outlines our practices regarding the collection, use, and disclosure of personal information.

## Information We Collect

We collect personal information that you provide to us, including but not limited to:

- Names
- Email addresses
- Phone numbers
- Address
- Academic records

## How We Use Your Information

Your information may be used in the following ways:

- To improve our website and services
- To send periodic emails
- To respond to inquiries
- To maintain academic records

## Data Protection

We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of personal information.

## Your Rights

You have the right to access, rectify, or delete your personal data. If you wish to exercise these rights, please contact us at [Contact Information].

## Changes to This Privacy Policy

We may update this privacy policy from time to time. Any changes will be posted on this page with an updated effective date.

## **Contact Us**

If you have any questions about this privacy policy, please contact:

[Institution Name]

[Address]

[Email]

[Phone]

Thank you for your trust in [Institution Name].