



ALBAYEN SCHOOLS **PRIVACY POLICY**

1. Our commitment to your privacy

This Privacy Policy outlines how Albayen Schools collects, uses, maintains, and discloses your data and how Albayen Schools safeguards the personal data.

2. Your consent is important

When you sign up for our services with Albayen Schools, you may be required to provide Albayen Schools with your data. In doing so, you consent to us using your data under this Privacy Policy.

Your data may have otherwise been provided to Albayen Schools by a third party for products or services that these third parties have sought from Albayen Schools. In this context, the term 'you' or 'your' in this Privacy Policy extends to any individuals whose personal data has been provided to Albayen Schools.

You have the choice, at any time, not to provide your data/sensitive personal data or to revoke your consent to Albayen Schools processing your personal data/sensitive personal data. However, failure to provide such personal data/sensitive personal data or revocation of your consent for us to process personal data/sensitive personal data provided may result in Albayen Schools not being able to effectively and continuously provide you with our products and services.

3. What types of personal data do we collect?

Personal data refers to any information that relates directly or indirectly to an individual, who is identified from that information or from that and other information in the possession of Albayen Schools, including any sensitive personal data and expression of opinion about the individual. The types of personal data we collect may include but are not limited to your name, address, other contact details, age and work address.

4. How do we collect your data?

We variously obtain your personal data, such as:

- When you sign up at Albayen Schools
- When you contact System Administrator through various methods such as feedback form, emails, telephone calls and conversations you have with our employees
- When you participate in user surveys
- When we obtain any data and information from third parties
- From publicly available sources

5. What is the purpose of processing your data?

We may process your data for the following reasons:

- To assess your registration to Albayen Schools
- To manage and maintain your account and facility
- To respond to your inquiries and complaints and to resolve the dispute
- For internal function such as evaluating the effectiveness of marketing, market research, statistical analysis and modelling, reporting, audit, and risk management and to prevent fraud

6. Marketing Communications

From time to time, you may receive marketing communication from us about products and services that may be of interest to you. If you no longer wish to receive these marketing communications, please notify us to withdraw your consent and we will stop sending you marketing communications.

You have a choice whether to withdraw your consent from receiving marketing or promotional materials/communication. You may contact us using the contact details provided in our Services. Please be aware that once we receive confirmation that you wish to withdraw your consent for marketing or promotional materials/communication, it may take up to seven (7) working days for your withdrawal to be reflected in our systems.

Please note that even if you opt-out from receiving marketing or promotional materials, Albayen Schools may still contact you for other purposes concerning the accounts, facilities, or services that you subscribed to Albayen Schools.

7. To whom do we disclose your personal data?

Your personal data held by us shall be kept confidential. However, to provide you with effective and continuous products and services and to comply with any legal and regulatory requirements, we may need to disclose your personal data to:

- Parties authorized by you
- Enforcement regulatory and governmental agencies as permitted or required by law, authorized by any order of the court or to meet obligations to regulatory authorities

8. How do we protect your data?

The security of your personal data is our priority. Albayen Schools takes all physical, technical, and organizational measures needed to ensure the security and confidentiality of personal data. If we disclose any of your personal data to our authorized agents or service providers, we will require them to appropriately safeguard the personal data provided to them.

9. How long do we retain your personal data?

We will only retain your personal data as long as necessary to fulfil the purpose(s) for which it was collected or to comply with legal, regulatory and internal requirements. Afterward, we will destruct or permanently delete your data.

10. How can you contact us about privacy questions?

If you have questions, comments, concerns or feedback regarding this Privacy Policy or any other privacy concern, send an email to support@edess.asia

11. Changes to the privacy notice

We reserve the right to update this privacy notice at any time as we deem necessary. Changes shall become effective immediately upon upload and publication by us on the Albayen Schools system. Your continued use of Albayen Schools services shall constitute your acceptance of the revised privacy policy. You are responsible to regularly check the privacy policy for updates or amendments.