



## **Learn Over Privacy Policy**

### **1. Who We Are**

Learn Over is an educational technology platform developed by Cyberfront Institute NGO, based in Trinidad and Tobago. We are committed to protecting the personal information of our students, parents, and users.

### **2. Information We Collect**

- Personal details: names, email addresses, phone numbers, location.
- Educational data: grade level, performance records (e.g., quiz scores).
- Payment data: invoicing details, payment confirmations (no credit card storage).
- Technical data: IP address, browser type, device used.
- Support queries: messages or feedback sent to our support team.

### **3. How We Use It (Purpose Specified & Consented)**

We use this information to:

- Provide our LMS services and manage accounts.
- Communicate updates, billing, and support.
- Improve our platform through analytics.
- Maintain our obligation to track progress and deliver educational outcomes.

We collect data only as needed and with your consent, in compliance with Trinidad and Tobago's Data Protection Act (2011).

### **4. Consent & Control**

We will obtain your express consent before collecting or processing your personal data. You may withdraw your consent at any time by contacting us (details below).

## **5. Data Sharing**

We do not sell or rent your personal data. Only when essential and with your permission, we share data with:

- Payment processors (for billing).
- Technical service providers (e.g., hosting, backups).
- Authorities if required by law.

## **6. Security Measures**

We maintain appropriate technical and organizational safeguards—including encryption and access controls—to protect your personal data.

## **7. Data Retention & Accuracy**

We keep personal data only as long as necessary for its purpose. You have the right to access and correct your information at any time.

## **8. International Transfers**

If we transfer data outside Trinidad and Tobago, it will only be to jurisdictions with comparable privacy protections—or with your explicit consent.

## **9. Your Rights**

You have the right to:

- See what personal data we hold about you.
- Request corrections or updates.

Contact us at [cyberfrontinstitute@gmail.com](mailto:cyberfrontinstitute@gmail.com) or WhatsApp: (868) 301-5772 for any of the above requests.

## **10. Governing Law**

This Privacy Policy is governed by the Data Protection Act, 2011 of Trinidad and Tobago and applicable international privacy standards.