



## Privacy Policy

Effective Date: 14 Jul, 2024

### Introduction

Loi Aint Education Group is committed to respecting and protecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and protect your information. By engaging with our services, you agree to the terms outlined in this policy.

### 1. Information We Collect

#### 1.1 Personal Information

We may collect personal information, including but not limited to:

- Name
- Email address
- Phone number
- Mailing address
- Payment information (where applicable)
- Any other information you provide to us voluntarily

#### 1.2 Non-Personal Information

We may also collect non-personal information, such as:

- Browser type
- Operating system
- Website usage data
- IP address

### 2. How We Collect Information

#### 2.1 Direct Interactions

You provide us with personal information when you:

- Donate to our organization
- Sign up for our newsletter
- Register for events
- Participate in surveys
- Contact us for support

#### 2.2 Automated Technologies

We may collect certain information automatically through cookies and similar technologies when you visit our website. This helps us understand user preferences, improve website performance, and enhance your browsing experience.

### 3. How We Use Your Information

#### 3.1 Personal Information

Your personal information may be used for the following purposes:

- To process and acknowledge donations, and issue receipts
- To send newsletters, updates, and relevant announcements
- To respond to inquiries and provide customer support

- To register and manage your participation in our programs and events
- To improve our programs, services, and digital platforms
- To comply with applicable laws and regulations
- **To add your email address to our Google Group community when you join our training or workshop.** This initiative helps us build a supportive learning network, share educational resources, and promote collaboration in line with our organizational value of community engagement and lifelong learning. *Please note that this applies only to participants of our training and workshop programs. Invited speakers, donors, and recipients of our SDP (Special Development Programme) services are not automatically added to this group.*

### 3.2 Non-Personal Information

Non-personal information may be used to:

- Analyze website traffic and usage
- Enhance website functionality and user experience
- Understand trends and improve our outreach efforts

## 4. How We Share Your Information

Loi Aint Education Group does not sell, rent, or trade your personal information to third parties. However, we may share your data in the following circumstances:

- **Service Providers:** With trusted third-party service providers who assist in website management, communications, or event coordination, and who are bound by confidentiality obligations.
- **Legal Requirements:** When required by law or to protect the rights, property, or safety of our organization, participants, or others.
- **With Your Consent:** When you have expressly authorized us to share your information for specific purposes.

## 5. Data Security

We implement appropriate technical and organizational measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. However, no internet transmission is completely secure, and we cannot guarantee absolute security.

## 6. Your Rights

You have the right to:

- **Access:** Request a copy of the personal information we hold about you.
- **Correction:** Request correction of inaccurate or incomplete information.
- **Deletion:** Request deletion of your personal data, subject to legal and administrative requirements.
- **Opt-Out:** Choose not to receive further communications, newsletters, or community updates.

To exercise these rights, please contact us.

## 7. Third-Party Links

Our website or communications may contain links to external websites managed by third parties. Loi Aint Education Group is not responsible for the content, privacy practices, or security of these external sites. We encourage you to review the privacy policies of any third-party sites you visit before providing any personal information.

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

Loi Aint Education Group reserves the right to revise or update this Privacy Policy as necessary to reflect changes in our operations, legal obligations, or best practices. Any modifications will be posted on our official website with the updated effective date. Continued engagement with our services after such updates constitutes acceptance of the revised policy.

## **9. Photo & Media Consent Notice**

By participating in any training, workshop, or event organized by Loi Aint Education Group, you grant us permission to photograph, record, and use your image, voice, or likeness for documentation and promotional purposes. These materials may be published in reports, social media posts, newsletters, websites, or other public communications to highlight our impact and activities.

## **10. Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us at:

- Email: [loiaint.edu@gmail.com](mailto:loiaint.edu@gmail.com)
- Facebook Page: Loi Aint Education Group

By engaging with Loi Aint Education Group, you agree to the terms outlined in this Privacy Policy. Thank you for supporting our mission and trusting us with your information.